



Patron: The Marquess of Bristol

ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2023

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 2023

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	

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

Whilst we see a drastic change in our economy across the country, I am delighted to say that The Friends have bucked the trend in their retail outlet in the West Suffolk Hospital. Lizzie and her team have managed to keep the shop takings increasing week by week. We have seen significant changes in the way that the hospital also moves forward after such a trying time, post Covid.

We are seeing an upturn of members of the public wanting to return to volunteering within the Friends, including the trolley service which provides much comfort to those bed and ward bound.

We bid Bon Voyage to Voluntary Services manager Valerie Dutton, who has retired after an amazing career within the NHS. She has been a tower of strength to both the trustees and those volunteering at the hospital. She will be a hard act to follow, and we thank Val and her team for their support over the year.

We have seen the Online Shop build its business across the hospital and have received very favourable compliments from those that have found the service to both patients and hardworking staff invaluable. I have no doubt, there will be an increase in the call for this wonderful service in the future. The 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

(Registered Charity No.251356)

TRUSTEES ANNUAL REPORT

For the year ended 30th June 2023

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

My thanks as always to our trustees who attend meetings come rain or shine, bringing with them a wealth of wisdom and passion for our hospital and patients. The addition of Dr Carol Steed, deputy director of Workforce, Organisational Development and Learning also representing the trust as an advisor, at our meetings is most helpful.

Finally, a big thank you to our hard-working treasurer Sarah Steele, who puts in many hours of hard work and guidance which keeps the charity buoyant.

Structure and governance

The Friends of West Suffolk Hospital Trustees Committee comprises of 7 Trustees. They are joined, by invitation, by the Trust's Deputy Director of Workforce, Organisational Development and Learning who represents the Trust in an advisory capacity, the Trust's Voluntary Services Manager, and The Friends' 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.

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.

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

TRUSTEES ANNUAL REPORT
For the year ended 30th June 2023

Funds held as Custodian

No charitable funds are held by any Trustee as custodian.

Signed on behalf of the Board of Trustees

A handwritten signature in blue ink, appearing to read 'Julie MacLeod', is written over the printed name and title.

Julie MacLeod
Chairman

Date: 4th October 2023

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**(Registered Charity No.251356)****STATEMENT OF FINANCIAL ACTIVITIES****For the year ended 30th June 2023**

		<u>Restricted</u>	<u>Unrestricted</u>	<u>2023</u>	<u>2022</u>
		£	£	£	£
Income and Expenditure					
Income					
Annual Subscriptions		-	845	845	820
Memorial Donations	Note 2	-	448	448	-
Personal & Special Donations	Note 2	-	923	923	1,743
Legacies	Note 3		20,774	20,774	16,801
Friends Collection Boxes		-	81	81	146
Lost property sale		-	216	216	20
Income Tax recovered on Gift Aid		-	137	137	141
		-	23,424	23,424	19,671
Profit from Shop	Note 5	-	9,399	9,399	1,496
Total Income		-	<u>32,823</u>	<u>32,823</u>	<u>21,167</u>
Direct Charitable Expenditure					
Charitable Project Grants	Note 4		27,086	27,086	2,678
Other Expenditure					
Independent Examination Fee		-	1,250	1,250	1,200
National League of Friends – Insurance		-	1,159	1,159	1,075
Other expense		-	501	501	222
Total Expenditure		-	<u>29,996</u>	<u>29,996</u>	<u>5,175</u>
Net Income (Expenditure) for the Year		-	2,827	2,827	15,992
Fund balance brought forward		-	<u>142,820</u>	<u>142,820</u>	<u>126,828</u>
Fund balance carried forward		-	<u>145,647</u>	<u>145,647</u>	<u>142,820</u>

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL


(Registered Charity No.251356)

BALANCE SHEET

As at 30th June 2023

	<u>2023</u>	<u>2022</u>
	£	£
Current Assets		
Stock	12,545	11,952
Gift Aid Tax due	146	426
Other debtors	15,985	52
Cash at Bank :		
Current account	370	37,839
CAF Main account	154,929	102,645
CAF Shop account	3,313	5,145
Cash in Hand :	<u>2,809</u>	<u>2,168</u>
	<u>190,097</u>	<u>160,227</u>
Current Liabilities		
Trade Creditors	39,972	14,139
VAT	3,228	2,018
Independent Examination Fee	<u>1,250</u>	<u>1,250</u>
	<u>44,450</u>	<u>17,407</u>
Net Assets	<u>145,647</u>	<u>142,820</u>
Represented by:		
Unrestricted Income Funds	<u>145,647</u>	<u>142,820</u>

Approved by the Trustees on 4th October 2023 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 2023

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 2023

2 Donations	<u>2023</u>
	£
Memorial Donations	
In memory of John Holloway	138
Carole Lee, In memory of Mrs Brenda Bugg	210
S Pettit, in memory of Mrs M Sheen	100
	448
	448
Donations	
Just giving donations	235
Paypal giving fund	104
D & J McIntyre	50
D & C Blackman	65
P & S Hewitt	80
Mrs G K Laursen-Jones	200
Gift in kind - donation of website cost	101
Others of £25 and less	88
	923
	923
3. Legacies	<u>2023</u>
	£
Unrestricted Funds	
The late Jean Rosemary Godfrey	5,067
The late Joyce Pearman	15,707
	20,774
	20,774
4 Charitable Project Grants	<u>2023</u>
	£
Unrestricted Funds	
Courtesy packs	818
Phlebotomy Trolley replacements	4,520
Community Occupational Therapy - gardening shed & equipment	1,074
Maternity – towel warmers for obstetric theatres	2,666
Endoscopy – fridge and wall TV	750
Newmarket community hospital bariatric – Steps	1,333
Outpatients waiting room -seating	12,848
Online Shop	2,131
Easiglide transfer boards	200
Volunteers tea party	605
Christmas Trees	141
	27,086
	27,086

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

NOTES TO THE ACCOUNTS

For the year ended 30th June 2023

5 The Hospital Shop	<u>2023</u>		<u>2022</u>	
	£	£	£	£
Shop Income				
Sales		149,356		115,053
Donations to shop		<u>14,122</u>		<u>11,610</u>
		163,478		126,663
Cost of Sales				
Opening Stock	11,952		9,416	
Purchases and consumables	<u>94,925</u>		<u>73,358</u>	
	106,877		82,774	
Closing Stock	<u>12,545</u>		<u>11,952</u>	
		<u>94,332</u>		<u>70,822</u>
Gross Profit		69,146		55,841
Interest Income		192		-
Expenses				
Wages	54,300		49,951	
Rates	551		555	
Travel expenses	55			
Charges	4,597		3,799	
Sundry	<u>436</u>		<u>40</u>	
		<u>59,939</u>		<u>54,345</u>
Net Profit/(Loss)		<u><u>9,399</u></u>		<u><u>1,496</u></u>

6 Contingent Asset - Legacy Income

As at 30 June 2023, the charity had been notified of one residuary legacy, the value of which is uncertain. At the date of signing these accounts, no further information has been received and so the 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 2023 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.

84 Whiting Street
Bury St Edmunds


STEPHEN COOK FCA
DAVID ROBERTON & CO
Chartered Accountants

Date: 31 October 2023

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

ANNUAL SUBSCRIPTIONS 2022/23

Mrs S Abbott*	5.00	J A Hardy	10.00
Mrs R Aitken	10.00	Mrs G Harris*	5.00
Anon	10.00	Mrs C Hinchley	10.00
Anon2	5.00	Mrs D Kirkham	20.00
Mrs P Arbon	10.00	Mrs G Laursen-Jones	5.00
Mr P Attwood*	5.00	Mr & Mrs Lewis*	5.00
Mrs B R Barber*	25.00	Mr M Liddle*	5.00
Mrs G Bate	20.00	Mr & Mrs D Lindsay*	20.00
Mr & Mrs D Blackman*	30.00	Mr & Mrs M Little*	50.00
Mrs E Bray	10.00	Mr P Loft*	5.00
Miss J Briggs MBE*	10.00	Mrs R Longman	5.00
Mrs L Browning	15.00	Mrs B Lucas*	10.00
Mr A D Butcher	5.00	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 C J Springer*	20.00
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
Mrs M Duncan	5.00	Mrs J Taylor	5.00
Mr & Mrs B. English	10.00	Mrs C Tilbrook	5.00
Mrs E Erith	10.00	Mr J M Trappes-Lomax*	5.00
Miss K Fleming*	20.00	Mrs S Veale	20.00
Mrs A K Freeman	5.00	Mrs R E Wallace*	10.00
Miss N Gatland*	100.00	Mr S R Whitwell	25.00
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		
		Total	845

*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