

FRIENDS OF EAST SURREY HOSPITAL

-

INDEX

FRIENDS OF EAST SURREY HOSPITAL

SIGNIFICANT INFORMATION

Registered Charity Number 287535

Trustees

Under their Constitution the activities of the Friends are coordinated by a Committee of Trustees whose powers and responsibilities are defined in the Governing Document. The Trustees also decide on the general policy to be adopted in the pursuance of the objectives of the Friends. The Committee of Trustees during the financial year being reported on is set out below.

COMMITTEE OF TRUSTEES 2016

Mr Richard Burford	Chairman
Mr Stephen Otterburn	Hon. Treasurer
Mrs Lindsay Reyniers	Hon. Secretary

Mr Roy Davies
Mr Peter Ellis
Mrs Ruth Harwood
Mrs Margaret Lydon
Mrs Jackie Redman
Mr Derek Watkinson
Mrs Sue Woodall

The Chief Executive of East Surrey Healthcare NHS Trust also attends meetings by invitation.

Principal Address:

East Surrey Hospital
Canada Avenue
Redhill, Surrey RH1 5RH

Solicitors:

Thomas Eggar
Chatham Court, Lesbourne Road
Reigate, Surrey RH2 7FN

Bankers:

National Westminster Bank
21 High Street
Reigate, Surrey RH2 9AD

Independent Examiners:

Braidwood Wheeler and Co.
Chartered Certified Accountants
Goodman House
13a West Street
Reigate, Surrey RH2 9BL

FRIENDS OF EAST SURREY HOSPITAL

REPORT OF THE TRUSTEES

The Trustees present their report and the financial statements for the year ended 31st December 2016 under the Charities Act 2011 and confirm that they comply with their constitution and the Charities SORP 2015 applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK (FRS102).

STRUCTURE GOVERNANCE AND MANAGEMENT

Registration

The Friends of East Surrey Hospital are registered under the Charities Act 1960 and are affiliated to the National Association of Leagues of Hospital Friends, now known as “Attend”. Their registered Charity number is 287535.

Governing Document

The Friends are governed by a written constitution which sets out the rules and objectives under which they may operate. This was adopted in March 1983 and approved by the Charity Commissioners in July 1983. There have been three amendments which have been notified to and approved by the Charity Commissioners.

Governing Body

Trustees are elected at the Friends’ Annual General Meeting. Careful consideration is given to the appointment of Trustees and individuals are approached where there is a need for a particular skill. All areas of responsibility are adequately covered by the existing Committee of Trustees.

Election and training of Trustees

There are 10 Trustees of the Charity, all of whom are elected by the membership of the Friends. The ballot takes place at the Charity’s Annual General Meeting, which is held in September each year. Trustees are well briefed about the procedures and policies of the Friends of East Surrey Hospital. Additionally, each Trustee is issued with a copy of the booklet “Responsibilities of Charity Trustees” CC39a, published by the Charity Commission, to provide a source of permanent reference. Trustees are also encouraged to attend external training courses where this is considered appropriate.

Organisational Management

The Trustees, who meet six times per year, are legally responsible for the overall management and control of the Friends of the East Surrey Hospital. The Trustees determine the strategic policy of the Friends and regularly review its operations. All of the Trustees, except the Chairman, the Treasurer and Mr Roy Davies, work in the Friends’ Coffee Shop, which is managed by two of the Trustees.

FRIENDS OF EAST SURREY HOSPITAL

REPORT OF THE TRUSTEES (continued)

Risk Management

The Trustees are responsible for the risk faced by Friends, their Members and Shop Helpers. Risks are identified, assessed and controls applied throughout the year. The Trustees regularly carry out a review of the Risk Analysis of the Friends' activities, so that preventative measures can be taken to minimise any area of risk to the Charity's customers or to the Shop Helpers that are identified in this review.

CHARITABLE OBJECTS, AIMS AND OBJECTIVES

Objects

The Friends' are governed by a written constitution, which sets out the rules and objectives under which they may operate. Its charitable objectives are to supplement the service provided by East Surrey Hospital with monetary grants for the benefit of patients, staff and visitors.

Aims

The Friends' aim is to assist in promoting the health, comfort and welfare of the patients, their visitors and the staff of the East Surrey Hospital, by the provision of equipment, medical and otherwise, and amenities, by running a Coffee Shop in the Hospital and generally by supporting the charitable work of the Hospital.

Objectives

The Trustees' objectives for the year were: -

- (i) Fundraising to enable the purchase of equipment and amenities for the Hospital
- (ii) To ensure the smooth running of the Charity's Coffee Shop, in order to provide an efficient service to the Hospital's community making available refreshments, reading matter and other useful items; to raise funds to support the Hospital.
- (iii) To recruit sufficient volunteers, in order to ensure that the Friends' Shop is adequately staffed during their opening times
- (iv) To ensure that the Friends' investments produce a satisfactory supplementary income whilst maintaining a very cautious strategy
- (v) To continue to support the charitable work of the Hospital

Powers

Under the terms of the governing document, any monies and property of the Friends' that is not immediately required for the purposes of the Friends' may be held or vested in such persons as the Committee may from time to time determine.

Grant making policy

The Trustees consider the approval of grants at their Committee Meetings following the receipt of their application form, countersigned by the duly appointed Hospital executives, in respect of submissions to the Charity. Grants are made to further the aims of the Friends' to purchase equipment and amenities. The Friends' do not support staffing costs or maintenance costs of equipment and amenities for the Hospital.

FRIENDS OF EAST SURREY HOSPITAL

REPORT OF THE TRUSTEES (continued)

Volunteers

The Trustees of the Friends' are extremely grateful to the Charity's Shop Helpers and Volunteers for their unstinting efforts. They give freely of their time in support of our objectives and are involved in a wide sphere of activities in operating the Shop, fundraising and administration. To calculate a monetary value of their activities would not be practical.

REVIEW OF ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR

Organisational performance

This was the third year of trading in the one shop. The support for the shop increased with a trading surplus of £96,380 compared to £116,335 last year.

FINANCIAL REVIEW AND RESULTS FOR THE YEAR

Income for the year totalled £111,198 (2015: £131,987) including £96,380 (2015: £116,335) from running the shop, donations of £9,743 (2015: £6,283) and legacies of £5,000 (2015: £Nil). Grants to the hospital totalled £38,118 (2015: £552,058). The total results for the year prior to the investment losses were incoming (outgoing) resources of £68,139 (2015: £(428,367)). The reserves to carry forward are £258,614 (2015: £190,475). They will be used to fund further needs of the hospital, its staff and patients as required.

SIGNIFICANT GRANTS MADE TO THE HOSPITAL IN 2016

Speech Therapy Equipment	£	6,940
5 Normal Wheelchairs	£	3,024
Wheelchairs for Occupational Therapy	£	5,353
Cough Assist for Physiotherapy	£	4,200

RESERVES POLICY

General reserves

Reserves are built up in order to purchase expensive items of equipment every few years.

Bank/Cash Reserves

As recommended by the SORP, a cash balance is maintained in the Friends' current bank account to cover the necessity for making alternative arrangements, in the event of any current supplier failing to continue providing an existing service.

FRIENDS OF EAST SURREY HOSPITAL

REPORT OF THE TRUSTEES (continued)

FUTURE PLANS

The Charity relies entirely on voluntary help for its success and hopes to continue to get the generous commitment from the volunteers to raise income to provide much needed equipment and facilities for the Hospital.

INDEPENDENT EXAMINERS

A proposal for the reappointment of the independent examiners, Braidwood Wheeler & Co., who are willing to continue in office, will be proposed at the Friends' Annual General Meeting.

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on

2017 and signed on their behalf by

R.A Burford (Chairman)

FRIENDS OF EAST SURREY HOSPITAL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

FRIENDS OF EAST SURREY HOSPITAL

I report on the accounts of the charity for the year ended 31st December 2016 which are set out on pages 8 to 13.

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 my 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 my attention.

Basis of Independent Examiner's Report

My 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 present 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 my examination, no matter has come to my attention:

1. which gives me 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 my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Braidwood Wheeler & Co.
Goodman House
13a West Street
Reigate

Mrs. C.E. Braidwood FCA

FRIENDS OF EAST SURREY HOSPITAL

Surrey RH2 9BL

Date:

STATEMENT OF FINANCIAL ACTIVITIES FOR THE
YEAR ENDED 31ST DECEMBER 2016

	<u>Notes</u>	<u>2016</u> £	<u>2015</u> £
<u>GENERAL FUND</u>			
INCOME			
Donations & legacies		14,743	6,283
Trading Activities: Shops	3	96,380	116,335
Investment Income	4	75	9,369
Total Income		<u>111,198</u>	<u>131,987</u>
EXPENDITURE			
Charitable Expenditure	5	38,118	552,058
Management & Administration	6	3,482	6,796
Governance	7	1,459	1,500
		<u>43,059</u>	<u>560,354</u>
Net Losses on Investments		-	4,825
Total expenditure for the year		<u>43,059</u>	<u>565,179</u>
Net Movement in Funds		68,139	(433,192)
RECONCILIATION OF FUNDS			
GENERAL FUND brought forward		190,475	623,667
GENERAL FUND carried forward		<u>£258,614</u>	<u>£190,475</u>

The notes on pages 10 to 13 form an integral part of these Accounts

FRIENDS OF EAST SURREY HOSPITAL

BALANCE SHEET AS AT 31ST DECEMBER 2016

	<u>Notes</u>	<u>2016</u> £	<u>2015</u> £
CURRENT ASSETS			
Stocks	1	7,818	9,246
Debtors	8	-	10,310
Bank current accounts		55,000	54,053
Bank deposit accounts		209,252	122,010
Cash in Hand		1,057	1,171
		<hr/>	<hr/>
TOTAL CURRENT ASSETS		273,127	196,790
CURRENT LIABILITIES			
Creditors: Amounts falling due within one year	9	(14,513)	(6,315)
		<hr/>	<hr/>
NET CURRENT ASSETS		258,614	190,475
		<hr/>	<hr/>
NET ASSETS		£258,614	£190,475
		<hr/> <hr/>	<hr/> <hr/>
REPRESENTED BY:			
General Fund	10	£258,614	£190,475
		<hr/> <hr/>	<hr/> <hr/>

Approved by the Trustees on

2017 and signed on their behalf by:

..... (Trustee)

..... (Trustee)

The notes on pages 10 to 13 form an integral part of these Accounts

FRIENDS OF EAST SURREY HOSPITAL

NOTES TO THE ACCOUNTS FOR THE

YEAR ENDED 31ST DECEMBER 2016

1. ACCOUNTING POLICIES

Basis of Accounting

The statement of accounts has been prepared in accordance with the provisions of the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2015) applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK (FRS102) and the Charities Act 2011. They are drawn up on the historical cost accounting basis except that investments held as fixed assets are carried at market value.

The charity constitutes a public benefit entity as defined by FRS102.

Income

Subscriptions, donations and legacies are accounted for when received by the charity. Other income is accounted for on an accruals basis as far as it is prudent to do so. Income includes income tax recoverable.

Gifts in Kind

The Charity receives the benefit of work carried out by volunteers.

Stock

Stock is counted at the year end at selling price. This is adjusted to cost by deducting the average profit margin.

Taxation

As a registered Charity the Association is exempt from Income Tax and Capital Gains Tax but not from VAT.

2. TRANSACTIONS WITH TRUSTEES AND OTHER CONNECTED PERSONS

No remuneration is paid to the Trustees.

FRIENDS OF EAST SURREY HOSPITAL

NOTES TO THE ACCOUNTS FOR THE

YEAR ENDED 31ST DECEMBER 2016 (continued)

3. NET INCOME OF TRADING ACTIVITIES

<u>Shop</u>	<u>2016</u>	<u>2015</u>
Turnover	312,462	314,110
Cost of Sales		
Purchases	197,980	185,151
Repairs and cleaning	4,151	4,330
	<u>(202,131)</u>	<u>(189,481)</u>
Gross Profit	110,331	124,629
Administrative Expenses	(6,566)	(7,263)
Bank Charges	(1,066)	(1,031)
Coffee shop and kitchen refit costs	(6,319)	-
Operating Profit	<u>£96,380</u>	<u>£116,335</u>

4. INVESTMENT INCOME

Income from U.K. listed investments	-	9,165
Interest received	75	204
	<u>£75</u>	<u>£9,369</u>

5. DIRECT CHARITABLE EXPENDITURE

During the period the cost of items paid to the hospital for equipment and other items totalled £38,118 (2015: £552,058).

6. MANAGEMENT AND ADMINISTRATION OF THE CHARITY

	<u>2016</u>	<u>2015</u>
Insurance, printing, book-keeping and general admin	3,482	4,534
Investment management fees	-	2,262
	<u>£3,482</u>	<u>£6,796</u>

7. GOVERNANCE COSTS

Independent examiners fee	1,300	1,300
AGM costs	159	200
	<u>£1,459</u>	<u>£1,500</u>

FRIENDS OF EAST SURREY HOSPITAL

NOTES TO THE ACCOUNTS FOR THE

YEAR ENDED 31ST DECEMBER 2016 (continued)

	<u>2016</u>	<u>2015</u>
8. DEBTORS		
Accrued shop income	-	10,310
	<hr/>	<hr/>
	-	£10,310
	<hr/>	<hr/>
9. CREDITORS: Amounts falling due within one year		
Creditors for trading activities	7,444	2,875
V.A.T.	5,394	2,140
Other Creditors	1,675	1,300
	<hr/>	<hr/>
	14,513	£6,315
	<hr/>	<hr/>
10. FUNDS		
General Fund		
At 1 st January 2016	190,475	623,667
Net Movement in Funds	68,139	(433,192)
	<hr/>	<hr/>
Balance at 31 st December 2016	£258,614	£190,475
	<hr/>	<hr/>

11. FUTURE COMMITMENTS

The Friends regularly appraise the requests for capital equipment and other expenditure from the Hospital and the total committed to but not yet invoiced is £5,796.

12. PUBLIC BENEFIT

The Trustees have complied with the requirements of the Charities Act 2011 to have regard to the public benefit guidance published by the Charities Commission.

13. VOLUNTEERS

The Volunteers provide their time freely in support of the charity. It is impractical to provide an estimate of the accounting value of the service that they provide to the charity.

FRIENDS OF EAST SURREY HOSPITAL

NOTES TO THE ACCOUNTS FOR THE

YEAR ENDED 31ST DECEMBER 2016 (continued)

14. TRUSTEES EXPENSES

During the year the trustees claimed a total of £301 (2015 £316) for expenses incurred by them on behalf of the charity.

15. RELATED PARTY TRANSACTIONS

There are no related party transactions that require disclosure.