

Friends of St Cross Hospital Winchester

Annual Report and Financial Statements for the year ended 31 December 2019



**Friends of St Cross Hospital
Winchester**

Celebrate its Past – Support its Future

Unaudited Annual Report and Financial Statements

For the year ended 31 December 2019

Charity No. 1143173

Index

Report of the Trustees	1 - 4
Report of the Independent Examiner	5 - 6
Accounting policies	7 - 8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11 - 12

Report of the Trustees

The Trustees present their report and the financial statements of the Charity for the period ended 31 December 2019.

The Hospital of St Cross

Described by Simon Jenkins as “England’s oldest and most perfect almshouse” the Hospital continues to provide charitable support and a home to 25 Brothers. The complex of buildings comprises a fine Norman Church, the accommodation wing, and the halls and supporting rooms, all set in tranquil gardens.

The Hospital is famous for its unique and ancient tradition of the Wayfarer’s Dole. All visitors can receive a drink of beer and some bread reflecting ancient times when travelling pilgrims and merchants received this sustenance when they passed by.

The Hospital is open to visitors 363 days of the year. In the summertime refreshments are available in the Hundred Men’s Hall, on the site where the “hundred men” were fed each day.

Reference and administrative details

Charity registration number

1143173

Address

c/o Porter's Lodge, Hospital of St Cross, Winchester, SO23 9SD

Trustees

Mrs Susan Woodward
Mr John Pringle
Mr Richard Chisnell
Mr David Firebrace
Mrs Pip Billington
Miss Gillian Rushton
Mr Robin Chute
Mr Robin Goater
Mr Jonathan Sleath

Bankers

Co-Operative Bank plc
CCLA Investment Management Limited

Independent examiner

Mr Stephen Mills FCA
Mazars LLP
5th Floor, Merck House, Seldown Lane, Poole, Dorset, BH15 1TW

Report of the Trustees

Structure, governance and management

Governing document

The Charity is governed by its Constitution.

Trustees

In accordance with the Constitution new Trustees may be appointed from the membership. Nominations proposed and seconded by members must be received by the Trustees at least fourteen days before the date of the Annual General Meeting. Elections take into account personal competence, specialist skills and local availability. Trustees serve for a term of three years after which period they are eligible for re-election. The Constitution specifies that two Trustees must also be Trustees of the Hospital of St Cross.

Trustee training

New Trustees are inducted into the working of the Charity and the Hospital of St Cross by other Trustees, the Master of St Cross and the Clerk to the Trustees of the Hospital.

Organisational management

The Trustees meet as a Board at least four times a year to determine the general policy of the Charity and review its overall management and control, for which they are legally responsible. The Board delegates to three committees, the Marketing Committee, the Finance and Administration Committee and the Nominations Committee, the detailed running of the Charity. The part-time Administrator and the volunteer Treasurer manage the day-to-day administration of the membership and finance.

Organisational relationship

The Charity works closely with the Trustees and management of the Hospital of St Cross.

Risk Management

The Trustees have examined the principal areas of risk of the Charity's operations and considered the risks faced in each area. In the opinion of the Trustees the Charity has established resources and review systems which, under normal circumstances, should allow these risks to be mitigated to an acceptable level in its day-to-day operations.

Objects

The Charity's objects are:

- i. to preserve for the benefit of the public the historical, architectural and constructional heritage of the Hospital, by the provision of funding to maintain and improve the buildings and grounds within the Hospital precinct.
- ii. for the public benefit to advance education in the historical, architectural and constructional heritage of the Hospital, in particular but not exclusively, by the provision of lectures, visits and open days.

The principal means by which the Charity aims to achieve these objectives is by soliciting memberships in order to raise funds for preservation and maintenance, and organising events to advance knowledge and appreciation of the Hospital of St Cross.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

Report of the Trustees

Achievements

During the year a total of 59 new Friends were added. However, deaths and non-renewals totalled 53 so that the net gain was 6. This brought the total number of Memberships at the end of the year to 475 and individual Friends to 735.

A varied programme of events and activities was carried out in 2019 with excellent attendance recorded. These included a New Year Members' Reception in January, our Annual Lecture in March, a summer fund-raising Party in the Master's Garden of the Hospital in June, and the Friends Variety Show, involving a number of Friends related performers, in November

Grants of £17,872 were made to the Hospital. Details of how these grants have been allocated can be found on our website at www.friendsofstcross.com/ways-we-help

Our Annual Friends Day was held in May, commencing with the AGM followed by a talk by Judith Charmer, Winchester Hospice, followed by tea in the Master's Garden. Evensong was sung in the Church by Winchester Cathedral's Girls Choir

There were two outings to Kelmscott Manor and the Royal Hospital Chelsea.

The Friends Board of nine Trustees, together with the part-time Administrator and a Brother's representative met quarterly during the year.

The Marketing and Finance and Administration Committees, met at least quarterly to take forward the regular management of the Charity. The Nominations Committee did not meet in 2019.

Future Plans

A varied programme of events has been arranged for 2020 in order to provide education and enjoyment for Friends. Many will happen within the Hospital grounds but regular outings will visit sites of historic or architectural and general interest to our membership. The Trustees welcome suggestions for future events.

Recruitment of new Friends will continue with local residents and visitors to the Hospital, and candidates to become Guardian Friends our primary targets.

Financial Review

Total income from memberships for the period was £14,624. When Friends sign up for more than one year, future years' income is deferred until it is due. Gift Aid recoveries of £3,054 corresponds to the four quarters to 30.9.19. Events net income was principally from the Annual Lecture, the Summer Party, and the Friend's Variety Show. Other events were priced to ensure all costs were covered and potentially generate further funds. Events income and direct expenditure are booked separately, the net direct surplus on events in 2019 was £10,616 compared with £7,527 in 2018. Such surpluses are only able to be generated thanks to generous unpaid efforts of trustees and volunteers.

We received higher levels of one off donations of £8,424 (£5,033 in 2018).

The costs of printing the annual Retrospective and the 2019 Calendar of Events were fully covered by sponsorship.

An initial grant of £17,000 was made in line with the previous year (plus an additional in year grant of £872). This approach was adopted to both allow the Hospital to plan ahead with relative stability and certainty and also allow us to set sums aside to support possible future major projects.

Report of the Trustees

Excluding the grants, the operating surplus during 2019 was £29,228, compared to £24,001 in 2018.

Our reserves now stand at £54,366 which represent surplus funds over and above the grants we have so far provided in our eight years of existence.

Due to the higher surplus including additional one off donations trustees would be able to make a higher grant in 2020.

Investment and reserves policy

Investment Policy

Funds surplus to current requirements are transferred to the CCLA Charities Deposit Fund to benefit from a higher rate of interest.

Allocation of Funds and Reserves policy

Funds from net incoming resources each year will be allocated by the Board of Trustees to projects identified by the Trustees of the Hospital. A proportion of the net income may be retained as a reserve against major projects or emergency requests from the Hospital.

Impact of Covid 19 and Post Balance Sheet Events

Post our year end, the world has been hit by the COVID-19 pandemic.

The major direct impact on the Friends has been the need to cancel events. Some of these contribute to generating funds so our income will be lower in the New Year. However our other sources of income currently remain robust and we have reserves to allow us to sustainably continue to support the Hospital.

We have moved other activities online for the safety of friends, volunteers and those providing administrative services.

The impact on our beneficiary, the Hospital, is more material with it needing to be closed to visitors for the safety of the Brethren and suffering losses of income from both visitors and investments. To support the Hospital with its cash flow we made early payment of grants in 2020.

The environment is now stabilising and, whilst we will have seen a drop in net income into 2020 estimated to be between £5,000 and £10,000, we are confident that we are well placed as activity returns to more normal levels post the pandemic.

Trustees' responsibilities for the financial statements

Charity law in the United Kingdom requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting policies and statements of recommended practice have been followed, subject to any 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.

Friends of St Cross Hospital Winchester

Annual Report and Financial Statements for the year ended 31 December 2019

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the Charity and to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the Charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that they have followed these charity law requirements in the year under consideration.

ON BEHALF OF THE TRUSTEES

John Pringle
John Pringle (Jul 21, 2020 12:08 GMT+1)

John Pringle
Chairman

Jul 21, 2020

Independent Examiner's Report to the Trustees of Friends of St Cross Hospital Winchester

I report on the financial statements of Friends of St Cross Hospital Winchester for the year ended 31 December 2019, which are set out on pages 7-12.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the financial statements. 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 financial statements 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.

This report, including my statement, have been prepared for and only for the Charity's Trustees as a body. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body for my examination work, for this report, or for the statements I have made.

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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements 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, which is complete, no matters have come to my attention which give me reasonable cause to believe that in any material respect:

- accounting records were not kept in respect of Friends of St Cross Hospital Winchester in accordance with section 130 of the 2011 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

Independent Examiner's Report to the Trustees of Friends of St Cross Hospital Winchester

In the course of my examination of the accounting records of the charity I have reviewed the disclosures in the accounts in respect of the impact of COVID19 on the financial statements. I draw your attention to the trustees' view on the impact of COVID-19 as disclosed on page 4, the consideration given in the going concern basis of preparation on page 7 and non-adjusting post balance sheet events on page 12.

Since the balance sheet date there has been a global pandemic from the outbreak of COVID-19, the impact of which became significant in March 2020 and is causing widespread disruption to normal patterns of business activity across the world, including the UK.

The full impact following the recent emergence of COVID-19 is still unknown. It is therefore not currently possible to evaluate all the potential implications to the charity's operations, beneficiaries and the wider economy.

I have no concerns and have come across no other matters in connection with the examination to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Stephen Mills

Stephen Mills (Jul 27, 2020 22:06 GMT+1)

Stephen Mills FCA

Mazars LLP

Chartered Accountants

Merck House

Seldown Lane

Poole

BH15 1TW

Date: Jul 27, 2020

Principal accounting policies

Basis of preparation

The financial statements have been prepared in accordance with the Statement 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) (effective 1 January 2015) – (Charities SORP FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Friends of St Cross Hospital Winchester meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The principal accounting policies are set out below.

Going concern

The financial statements have been prepared on the basis that the charity is a going concern. When determining the going concern assessment the Trustees have considered the charity activities, together with factors likely to affect its future development, performance and position; these are set out in the Trustees Report, this includes the impact of COVID-19. The Trustees consider that there are no material uncertainties on the charity's ability to continue its activities for the foreseeable future. The Trustees are satisfied that the charity's assets are available and adequate to fulfil its obligations for a period of at least twelve months from the signing of these financial statements.

Income

Subscriptions

Annual subscriptions are recognised in full in the year in which they are received.

Term subscriptions of 5 and 10 years are amortised over the relevant period with a full year recognised in the year of receipt.

Life subscriptions are amortised over a period of 15 years with a full year recognised in the year of receipt. Gift Aid income tax recoveries are recognised in the year in which they are received.

Other voluntary income

Donations and other revenues are recognised in full in the year of receipt. Sponsorship income is recognised in the year in which the sponsored event(s) takes place.

Investment income

Interest and other investment income is accounted for when received.

Principal accounting policies

Resources expended

Costs of Charitable activities include support costs associated with the management of the Charity.

Governance costs comprise all costs involving the public accountability of the Charity and its compliance with regulations and good practice. These costs include the fees of the Independent Examiner.

Grants payable are recognised in the balance sheet as a liability once the grant has been notified to the recipient and is unconditional.

Debtors

Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amounts of the settlement can be estimated reliably. Creditors are recognised at the amount that the trust anticipates it will pay to settle the debt or the amount it has received as advanced payments for goods or services it must provide.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the trust and which have not been designated for other purposes.

Statement of financial activities

	Note	Unrestricted funds	
		2019	2018
		£	£
Incoming resources			
Voluntary income	1	27,602	25,975
Activities for generating funds	2	22,505	19,785
Investment income	3	475	207
Total incoming resources		50,582	45,967
Resources expended			
<i>Costs of generating funds:</i>			
Costs of fund raising events		10,670	11,508
<i>Charitable activities:</i>			
Grants to the Hospital of St Cross		17,872	17,000
Support costs	4	10,684	10,458
Total resources expended		39,226	38,966
Net incoming resources for the year		11,356	7,001
Balance brought forward		43,010	36,009
Balance carried forward		54,366	43,010

Balance sheet

		2019 £	2018 £
Fixed assets			
Investments	5	<u>73,600</u>	<u>62,600</u>
Current assets			
Debtors	6	-	-
Cash at bank and in hand		<u>2,169</u>	<u>3,159</u>
Current liabilities			
Creditors	7	<u>(21,403)</u>	<u>(22,749)</u>
Net current liabilities		<u>(19,234)</u>	<u>(19,590)</u>
Total assets less current liabilities		<u><u>54,366</u></u>	<u><u>43,010</u></u>
Representing:			
Unrestricted funds		<u><u>54,366</u></u>	<u><u>43,010</u></u>

The financial statements were approved by the Board of Trustees on 18th March 2020


R J Goater (26/03/2020 12:32 GMT+1)

Robin Goater - Treasurer

Notes to the financial statements

1 Voluntary income

	2019 £	2018 £
Subscriptions	14,624	14,573
Gift Aid recoveries	3,054	2,869
Donations	8,424	5,033
Sponsorship	1,500	3,500
	<u>27,602</u>	<u>25,975</u>

2 Activities for generating funds

	2019 £	2018 £
Events	21,286	19,085
Advertising	1,219	700
	<u>22,505</u>	<u>19,785</u>

3 Investment income

	2019 £	2018 £
Interest on bank deposits	<u>475</u>	<u>207</u>

4 Support costs

	2019 £	2018 £
Printing, postage, stationery and telephone	3,001	2,407
IT costs	490	473
Professional fees	6,421	6,013
Sundry expenses	-	105
Office and marketing expenses	272	995
Governance costs	500	465
	<u>10,684</u>	<u>10,458</u>

The Charity has no employees. The Trustees received reimbursement of expenses totalling £nil (2018: £nil).

5 Investments

	£
COIF Charities Deposit Fund	
At 1 January 2019	62,600
Transfer of funds	11,000
At 31 December 2019	<u>73,600</u>

6 Debtors

	2019 £	2018 £
Prepayments	-	-
	<u>-</u>	<u>-</u>

7 Creditors

	2019 £	2018 £
Deferred income	20,438	21,834
Independent examination	965	915
	<u>21,403</u>	<u>22,749</u>

8 Deferred income

	2019 £	2018 £
At 1 January 2019	21,834	23,879
Resources deferred during the year	3,963	3,470
Amounts released from previous years	(5,359)	(5,515)
Deferred income at 31 December 2019	<u>20,438</u>	<u>21,834</u>

9 Related parties

There have been no related party transactions during the year (2018: £nil).

10 Post Balance Sheet Events

Since the Balance Sheet date there has been a global outbreak of a novel strain of coronavirus (COVID-19). On 12 March 2020 the World Health Organisation declared the outbreak a pandemic. Many countries, including the UK have reacted to contain and delay the spread of the virus, which included extensive social distancing, business closures and travel bans. The Trustees considered the financial impact of this pandemic and have concluded that the matter is a non-adjusting post balance sheet event. See the Report of the Trustees on page 2.