# REPORT OF THE TRUSTEES AND

# UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

# **FOR**

WEST BERKSHIRE COMMUNITY HOSPITAL LEAGUE OF FRIENDS

TaxAssist Accountants 35 Bartholomew Street Newbury Berkshire RG14 5LL

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# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of 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) (effective 1 January 2015).

### **OBJECTIVES AND ACTIVITIES**

### Objectives and aims

The objects of the Charity shall be to relieve sickness and to preserve the health of patients of which for the purpose of carrying out the above object, but not otherwise, the league shall have the following powers:

- (a) to supplement the service provided by the hospital for the health, welfare and comfort of the patients therein by the provision of facilities and equipment which may be required for the treatment of such patients, or for the efficient running of the hospital.
- (b) to raise funds, invite and receive contributions from any person or persons or organisations whatsoever by way of donation or otherwise. To take and accept gifts of property, whether subject to any special trust or not, for the object of the league.
- (c) to provide or assist in the provision of amenities in the hospital for patients and staff, including a hospital tea bar and ward trolley.
- (d) to assist when and where required in the recruitment of voluntary workers in and for the hospital.
- (e) to charge such reasonable contributions and subscriptions as may be determined from time to time by the committee.
- (f) to do all such things as are necessary for the attainment of the above object.
- (g) to undertake and execute any charitable trust.
- (h) to insure the property of the charity against any foreseeable risk and take out other insurance policies to protect the charity when required.
- (i) to pay for indemnity insurance for the Trustees.

### **Public benefit**

The principal objective of the Charity is to help and benefit patients and medical staff at the West Berkshire Community Hospital. The Charity seeks to meet this objective by funding the purchase of medical equipment for use within the West Berkshire Community Hospital and by Community Nursing. This equipment would not otherwise be available, and the League selects equipment on the basis of merit and need.

The Charity continued to support the requirements of the hospital for the supply of capital equipment and, from its resources maintained by public subscription, fund raising and donations, was able to meet all requests made by consultants and staff.

The Charity offers the best possible health service to the local community by continuing to supply equipment that the NHS is not able to supply. Equipment purchased by the Charity enables treatments to be carried out at the West Berkshire Community Hospital thus saving frequent, fatiguing journeys to Reading or Oxford hospitals which is particularly helpful for frail and elderly patients.

The Trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

### **OBJECTIVES AND ACTIVITIES**

#### Grant making

Where appropriate the Charity made small grants to improve the quality of life for in-patients.

### Volunteers

The Charity enjoys the extensive support of its 231 members who assist in every activity and regularly volunteer to assist with services within the hospital and fund raising. The Trustees would like to take this opportunity of thanking them for giving so generously of their time, the achievements of the Charity would not be possible without their input.

#### ACHIEVEMENT AND PERFORMANCE

### Charitable activities

The charity has had a busy year receiving numerous bids for equipment for use in the WBCH and Community nursing and continuing to comply and adopt new working practices demanded by the charitable authorities.

This year alone the charity has purchased new machines and beds to the value of £167,455 (2019: £111,450). The charity also continues to fund Christmas and Easter gifts for all patients and helps towards the costs of the annual cream tea.

The trustees are very proud and pleased that as ever, were able to meet all the requests for assistance from the WBCH.

The charity has put a huge effort into the clearing of outstanding invoices owed to the NHS through RBH and to that end have worked closely with the new head of finance and her team to identify problem areas. The new working relationship has already been productive and worthwhile.

### **Fundraising activities**

During the past year, the charity has continued to thrive through its main stay activities consisting of the Tea Bar, car boot sales, coffee morning and the infamous quiz and table top sales.

The charity launched a new initiative where local companies can become Friends of the hospital and Abstract Body Works became our first sponsor.

Membership remains steady and the emphasis this year is to get all the records onto computer and as far as possible start emailing correspondence out to save postage and further comply with current charity regulations.

During the year the Charity had donations, membership, grant and legacies of £117,857 (2019: £44,506). In addition, the Charity made a surplus of £21,145 from the Tea Bar (2019: £18,813), Boot sales £4,562 (2019: £5,301) and other fundraising activities £2,929 (2019: £3,939) making a total of £28,636, including all fundraising activities. The net surplus on this amounted to £28,636 (£41,762 less direct costs of £13,126). Including interest and sponsorship, the overall net income amounted to £149,176 (2019: £74,136).

The Trustees are satisfied with this outcome.

### **Investment performance**

The Charity does not hold investments other than deposit accounts as the intention is to utilise funds as soon as projects are identified. The deposit income is £1,683 (2019: £1,577).

### FINANCIAL REVIEW

### Reserves policy

The Charity does not have much in the way of regular expenses and therefore has no need to keep significant reserves. As a result, its general policy is to distribute funds as soon as projects can be identified. This may mean that income in any year may be expended in the year or years following whilst suitable projects are identified.

### REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2020**

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Nature of governing document

The Charity is controlled by a constitution adopted on 23rd July 1956 as amended on 12th May 1982, 15th September 2003 and 13th September 2016 and constitutes an unincorporated charity.

### Recruitment and appointment of new trustees

Trustees are recruited from the 231 members of the League and are appointed by the members at the Annual General Meeting to fill vacancies arising.

### Induction and training of new trustees

New Trustees are given an introduction to the work of the charity by a serving Trustee and advised to read published guidance given by the charity commission available online.

# REFERENCE AND ADMINISTRATIVE DETAILS

### Registered Charity number

246183

### Principal address

West Berkshire Community Hospital

London Road

Beenham Hill

Thatcham

Berkshire

**RG18 3AS** 

### **Trustees**

Mr S Stephens

Chairman

Mrs P Arrowsmith

Vice-Chairman

Mrs C Mayo

Treasurer

Mrs S Galbraith

Secretary

Mrs J Flynn

Minute Secretary

Mrs R A Bennett

Mr C Byng

Ms L Daulby

Mrs A Isaacs

Mrs L Stephens Mrs D Norman

Hon. Life Member

Mrs H Whitley

Mr P Shindler

Mr M Leja

(resigned 19.8.20)

Sister E Henderson

Ex-Officio Member

Mrs J Lyle

Membership Secretary

Miss C Emmens

(appointed 17.9.19)

Mrs M Greenhalgh

(resigned 17.9.19) (resigned 17.9.19)

Miss M Cross

(appointed 17.9.19)

### **Independent Examiner**

TaxAssist Accountants

35 Bartholomew Street

Newbury

Berkshire

RG14 5LL

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

### **EVENTS SINCE THE END OF THE YEAR**

Information relating to events since the end of the year is given in the notes to the financial statements.

Mr S Stephens - Trustee

### STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2020

The trustees are responsible for preparing the Report of the Trustees 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 and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed 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, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to 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.

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WEST BERKSHIRE COMMUNITY HOSPITAL LEAGUE OF FRIENDS

# Independent examiner's report to the trustees of WEST BERKSHIRE COMMUNITY HOSPITAL LEAGUE OF FRIENDS

I report to the charity trustees on my examination of the accounts of WEST BERKSHIRE COMMUNITY HOSPITAL LEAGUE OF FRIENDS (the Trust) for the year ended 31 March 2020.

### Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 Trust 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.

PAUL GREENAN MBA FFA FFTA

TaxAssist Accountants 35 Bartholomew Street

Newbury

Berkshire

RG14 5LL

Date: 9 November 2020

Mal Grenan.

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	Notes		31.3.20 Unrestricted fund £	31.3.19 Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies			117,857	44,506
Charitable activities			21 145	10 012
Tea bar Local fundraising activities			21,145 7,491	18,813 9,240
Other trading activities Investment income	2 3		1,000 1,683	1,577
Total			149,176	74,136
EXPENDITURE ON Raising funds			1,016	1,833
Charitable activities Purchased equipment Good Exchange			167,455 9,930	112,713
Other			960	960
Total			179,361	115,506
NET INCOME/(EXPENDITURE)			(30,185)	(41,370)
RECONCILIATION OF FUNDS				
Total funds brought forward			157,537	198,907
TOTAL FUNDS CARRIED FORWARD			127,352	157,537

# BALANCE SHEET 31 MARCH 2020

	Notes	31.3.20 Unrestricted fund £	31.3.19 Total funds £
CURRENT ASSETS Debtors	8	1,193	1,390
Cash at bank	8	127,120	157,107
		128,313	158,497
CREDITORS			
CREDITORS Amounts falling due within one year	9	(961)	(960)
Thiothis falling due widin one year		(901)	(900)
		-	
NET CURRENT ASSETS		127,352	157,537
TOTAL ASSETS LESS CURRENT			
LIABILITIES		127,352	157,537
NIEW A COPIEC			
NET ASSETS		127,352	157,537
FUNDS	10		
Unrestricted funds	10	127,352	157,537
TOTAL FUNDS		127,352	157,537

Mr S Stenkens - Tractee

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

### 1. ACCOUNTING POLICIES

### BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### FINANCIAL REPORTING STANDARD 102 - REDUCED DISCLOSURE EXEMPTIONS

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

• the requirements of Section 7 Statement of Cash Flows.

### CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### **INCOME AND ENDOWMENTS**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

### **EXPENDITURE**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

### **RAISING FUNDS**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

### **CHARITABLE ACTIVITIES**

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities for its and services beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. The income from charitable activities is shown net of costs.

### **TAXATION**

The charity is exempt from tax on its charitable activities.

### **FUND STRUCTURE**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Page 9 continued...

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

### 1. ACCOUNTING POLICIES - continued

### CURRENCY

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

### GOING CONCERN

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

### 2. OTHER TRADING ACTIVITIES

	31.3.20	31.3.19
	£	£
Sponsorships	1,000	-

### 3. INVESTMENT INCOME

31.3.20	31.3.19
£	£
1,683	1,577
	£

### 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

### TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

### 5. EMPLOYEES

There were no employees during the year.

### 6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM Donations and legacies	44,506
Charitable activities Tea bar Local fundraising activities	18,813 9,240
Investment income	1,577
Total	74,136

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

6.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITI	ES - continued	Unrestricted fund £
	EXPENDITURE ON Raising funds		1,833
	Charitable activities Purchased equipment		112,713
	Other		960
	Total		115,506
	NET INCOME/(EXPENDITURE)		(41,370)
	RECONCILIATION OF FUNDS		
	Total funds brought forward		198,907
	TOTAL FUNDS CARRIED FORWARD		157,537
7.	TAXATION		
	The Charity is a registered charity and therefore is exempt from taxation.		
8.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.3.20	31.3.19
	Gift Aid receivable	<b>£</b> 1,193	<b>£</b> 1,390

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

9.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE Y	EAR		
			31.3.20	31.3.19
	Trade creditors		£ 1	£
	Other creditors		960	960
			961	960
10.	MOVEMENT IN FUNDS			
			Net	
		At 1/4/19	movement in funds £	At 31/3/20 £
	Unrestricted funds	~	~	~
	General fund	157,537	(30,185)	127,352
	TOTAL FUNDS	157,537	(30,185)	127,352
	Net movement in funds, included in the above are as follows:			
		Incoming resources	Resources expended	Movement in funds
		£	£	£
	Unrestricted funds			
	General fund	149,176	(179,361)	(30,185)
	TOTAL FUNDS	149,176	(179,361)	(30,185)
	Comparatives for movement in funds			
			Net	
		At 1/4/18 £	movement in funds £	At 31/3/19 £
	Unrestricted funds		~	*
	General fund	198,907	(41,370)	157,537
	TOTAL FUNDS	198,907	(41,370)	157,537
			(12,213)	

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

### 10. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	74,136	(115,506)	(41,370)
TOTAL FUNDS	74,136	(115,506)	(41,370)

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/18 £	Net movement in funds £	At 31/3/20 £
Unrestricted funds General fund	198,907	(71,555)	127,352
TOTAL FUNDS	198,907	(71,555)	127,352

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	223,312	(294,867)	(71,555)
TOTAL FUNDS	223,312	(294,867)	(71,555)

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

#### 11. RELATED PARTY DISCLOSURES

There were no related party transactions during the year (2019 - none).

### 12. POST BALANCE SHEET EVENTS

What a difference a year makes, the Covid pandemic has put paid to many a plan and the consequences of shutting down have been felt by everyone. To comply with government guidelines we had to make the regrettable decision to close the tea bar and book table as well as nearly all our fund raising events.

This, however, has not stopped our fundraising efforts and planning for the future. The charity has continued to receive donations and contributions from many different sources. The sale of homemade masks, scrubs and some cash donations have been most welcome.

The league provided much needed PPE equipment in the early days of lockdown, going some way to fill the gap and the provision of moisturising hand cream was well received by nurses and staff.

A special mention must go to the Good Exchange, run by Greenham Trust, whose financial support has been invaluable.

We, as a committee, are determined to make the best of this awful situation and have two main projects on the go. The first is the complete refurbishment and fit out of our much loved tea bar, taking advantage of the shutdown to get the work done. Final quotes are imminent and having secured funding from outside sources we are in a position to go ahead very soon.

The second is to provide a large storage container for our car boot stock giving us the benefit of being able to process the many items received from the public. Again, we have the support of the Good Exchange who will match fund up to £5000.

Behind the scenes the committee have been very busy getting our records onto computer and our membership up to

The treasurer has achieved the near impossible task, the first time in many years, we have zero outstanding invoices for equipment purchased.

It, without a doubt, has been a very frustrating year with all projects taking so much longer to organise and get to fruition and we hope we will achieve our aims before the end of the year.

No doubt we will have many challenges ahead and we will comply with all government guidelines to keep our members and staff safe.

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	31.3.20 £	31.3.19 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	(1)	
Donations	37,251	21,241
Legacies	25,135	19,826
Grants	51,428	
Subscriptions	4,044	3,439
	117,857	44,506
Other trading activities		
Sponsorships	1,000	-
Investment income		
Deposit account interest	1,683	1,577
Charitable activities		
Tea bar	21,145	18,813
Local fundraising activities	7,491	9,240
	_28,636	28,053
Total incoming resources	149,176	74,136
EXPENDITURE		
Raising donations and legacies		
Advertising	818	691
Other fundraising costs	198	1,142
	1,016	1,833
Charitable activities		
Purchased equipment	167,455	112,713
Good Exchange Ltd	9,930	-
	177,385	112,713
Other		
Independent examiner's report	960	960
Total resources expended	179,361	115,506
N.A. annual defense	-	
Net expenditure	(30,185)	(41,370)