

**FRIENDS OF ST MARY'S HOSPITAL, W2**  
**REPORT OF THE EXECUTIVE COMMITTEE**  
**AND AUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**  
**CHARITY NO: 252665**

**GLAZERS**  
**CHARTERED ACCOUNTANTS**  
**843 FINCHLEY ROAD**  
**LONDON NW11 8NA**

## **FRIENDS OF ST MARY'S HOSPITAL, W2**

### **CHARITY INFORMATION**

#### **Executive Committee**

The Lady J Fellowes - Patron  
Dr R Rivers - President

#### **Officers**

Chairman – Post vacant  
Miss J Winslow - Deputy Chairman

#### **Members**

Mrs D Akan  
Mrs M Aslan  
Mrs N Barnett  
Mrs M Carville  
Miss S Lennon  
Ms M R Harper  
Mrs L Pickley  
Mrs J Prendergast  
Fr P Thomas  
Mrs M Linford

#### **Administration**

Mrs R Bahar – Secretary  
Mr W Umpleby – Treasurer  
Mrs M Aslan – Membership Secretary

#### **Charity Number**

252665

#### **Charity Offices**

Friends of St Mary's Hospital  
Praed Street  
London W2 1NY

#### **Auditors**

Glazers  
843 Finchley Road  
London NW11 8NA

#### **Bankers**

National Westminster Bank plc  
69 Baker Street  
London W1U 6AT

## **FRIENDS OF ST MARY'S HOSPITAL, W2**

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## **FRIENDS OF ST MARY'S HOSPITAL, W2**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 DECEMBER 2020**

The Executive Committee presents its report for the year ended 31 December 2020 under the Charities Act 2011 together with audited accounts for the year and confirm that the latter comply with the requirements of the Act, the Constitution and the Charities SORP 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 2019).

#### **REFERENCE AND ADMINISTRATIVE INFORMATION**

The Charity was founded in 1906 and is registered with the Charity Commission under charity number 252665. The Executive Committee and principal address of the Charity are as listed on Page 1 together with particulars of the Charity's professional advisors.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is a single organisation, which runs services (The Hospital Shop, Friends Café, and Western Eye Tea Bar). Profits from the services, together with funds raised through donations, membership subscriptions and fundraising activities are used to further the Objects, Aims, Objectives and Activities of the Friends of St Mary's Hospital, W2 (Friends).

The Charity is governed by its constitution dating from 1906 and last amended in June 1999.

The Governing Body is the Executive Committee, and members are elected annually at the Annual General Meeting. The members of the Executive Committee, as the charity trustees of the Charity, are legally responsible for the overall management and control of the Friends, and meet eleven times a year.

The trustees who served during the year were:

The Lady J Fellowes – Patron, Dr R Rivers – President, Miss J Winslow – Deputy Chairman, Mrs D Akan, Mrs M Aslan, Mrs N Barnett, Mrs M Carville, Ms M R Harper Miss S Lennon, Mrs L Pickley, Mrs J Prendergast, Fr P Thomas.

All trustees give their time freely and no trustee remuneration was paid during the year. There were no expenses claimed by trustees during the year.

The day-to-day running of the Friends is delegated to the Chairman, assisted by a part-time secretary, and part-time treasurer.

The Executive Committee is responsible for the management of the risks faced by the Friends. Detailed consideration of risk is delegated to the Chairman and the Managers of the Services. Risks are identified, assessed and controls established, and matters requiring formal action are reported to the Executive Committee. In addition the Friends comply with risk assessment procedures in force in The Imperial College Healthcare NHS Trust.

As the post of Chairman has been vacant for some time, the Chairman's responsibilities as noted above have been shared amongst the Executive Committee and Officers. It is hoped to appoint a new Chairman at the AGM this year.

The Friends is constituted as an unincorporated association. Its objects are to undertake:

- (a) Any charitable work, which from time to time is shown to be needed for the benefit of patients and staff.
- (b) To raise funds and to receive contributions from any persons or organisations by way of subscription, covenant, donation or otherwise.
- (c) To provide facilities or equipment which may be required for the treatment of patients or for the efficient running of the Hospital and which may not be readily available through the National Health Service.
- (d) To provide amenities in the Hospital for patients and staff including the running of the hospital shops.

## **FRIENDS OF ST MARY'S HOSPITAL, W2**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **OBJECTS, AIMS, OBJECTIVES AND ACTIVITIES (continued)**

The Friends meets these objectives by receiving donations and bequests and by fundraising through an Annual Christmas Bazaar, Raffle, Flag Days, Book Sales and collecting boxes throughout the Hospital and in local shops.

Departments and Wards in the Hospital are invited to submit bids for grants, which are considered by the Executive Committee at their regular meetings. Each year Departments are also invited to submit bids for the Special Project.

Due to the Coronavirus pandemic, we were forced to close our Shop and Cafe at St Mary's and furlough our paid staff and stand down our volunteers at St Mary's and at the Western Eye These Services had provided facilities for staff, visitors and patients, and profits were used to help fund grants. The Services had been run by a mixture of paid staff and volunteers, and the Executive Committee would like to take this opportunity to record its appreciation of their valued support for the work of the Friends over the years.

The members of the Executive Committee have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aim and objectives and planning future activities.

The Friends of St Mary's Hospital does not use professional fundraisers for any of its fundraising activities, nor has it or its voluntary fundraisers been subject to any undertaking to be bound by any scheme, except when Flag Days are held on Rail Stations, when their code of conduct is followed.

Fund raising events (book and cake and toy sales, flag days, Christmas Card Sales, and the Christmas Bazaar had to be cancelled due to the coronavirus pandemic.

No complaints were received by the Friends or by our volunteers concerning our fundraising activities.

#### **REVIEW OF ACHIEVEMENT AND PERFORMANCE FOR THE YEAR**

Prior to March 2020, the Friends Café and Paterson Trolley had continued to meet the demand for reasonably priced freshly made sandwiches and drinks for staff and patients waiting for appointments. Similarly, the Hospital Shop had continued to sell newspapers, magazines, gifts and cards as well as sweets, drinks, sandwiches and snack food.

#### **FINANCIAL REVIEW AND RESULTS FOR THE YEAR**

Gross income from the services during the period prior to lockdown was £70,513 (2019: £354,676). Salaries & pension and other indirect costs amounted to £34,281 (2019: £126,644), with direct costs (purchases of goods to sell) £51,900 (2019: £232,847). These reductions compared to 2019 being due to the enforced closure in March 2020. There was no further income in the year from services since lockdown in March 2020.

Although the furlough scheme only reimbursed 80% of salaries, The Executive Committee agreed to continue to pay furloughed staff their full salary so that they were not financially disadvantaged. The net cost (£79,343) was charged to the General Fund from April 2020.

Support and administration costs including the net cost of furloughed staff amounted to £108,329 (2019: £31,465), salary & pension costs amounted to £16,639 (2019: £16,276).

Income from Subscriptions totalled £975 (2019: £883), from 2007, on the advice of the VAT office, where Friends have paid more than the suggested minimum rate of £10, the excess has been recorded as a donation – in 2020 these amounted to £2,263 (2019: £2,158). Collection boxes around the Hospital and in local shops and pubs raised a total of £1,326 (2019: £4,069), reflecting reduced use of cash and closure of our Shop and Cafe, The Bazaar had to be cancelled, but the raffle raised £4,186 (2019: £7,252 together with the Bazaar), Book and cake sales £100 (2019: £640), and Flag days were also cancelled (2019: £885). Christmas card sales raised £1,342 (2019: £2,953).

## **FRIENDS OF ST MARY'S HOSPITAL, W2**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **FINANCIAL REVIEW AND RESULTS FOR THE YEAR (continued)**

We are grateful to Knight Frank who sponsored the printing of our Annual Report. During the year £2,592 (2019: £476) has been received through Just Giving from individual donors and sponsored events by grateful patients of the hospital and their friends and families. Support of the German YMCA continued through providing volunteers in our Café, but their Christmas Market also had to be cancelled.

We are very grateful for all donations, including the following:

£1,000	Knight Frank (Annual Report Printing)
£1,000	GMS Estates (Raffle Prizes)
£810	Waitrose
£400	Neighbourly Ltd
£625	Charities Aid Foundation
£1,005	SEBRA
£5,000	Hyde Park Estate Charity
£1,500	Fitton Trust

The Executive Committee approved the following grants during 2020:

£5,000	Ultrasound Machine for Respiratory Medicine
£10,000	Therapy Equipment for the Dementia Team

The following recurring gifts and grants were approved, however due to covid restrictions most were not able to be used and have been carried over to 2021:

£1,300	Aquaria Rentals/Maintenance
£2,960	Chapel Music
£1,500	Chapel Flowers
£1,000	Christmas Gifts for Patients
£1,000	Christmas Ward Festivities and Decorations
£500	Emergency Packs for Patients
£250	Porters and Security Staff, etc. Gratuities
£2,800	Music in Hospitals (24 Concerts)
£600	Remembrance Service for Babies (Printing/Refreshments)
£100	Wool for Home Knitters

The balance in the General (unrestricted) Funds at 1 January 2020 was £41,972. During the year, total income amounted to £231,484 compared to total expenditure from General Funds of £202,755 leaving a carry forward balance of £70,701. The total carried forward in Restricted Funds was £3,835.

Funds not required for immediate use are held in a Post Office National Savings Investment Account. Other funds are held in Current Accounts linked to Business Reserve Accounts at the National Westminster Bank.

#### **RESERVES POLICY**

During 2020 the balance in the unrestricted funds increased to £70,701, With the loss of our paid staff in the Shop in December 2020 and Cafe in July 2021 under the TUPE arrangements, the two months figure for unrestricted charitable expenditure has reduced considerably.

The trustees aim to maintain free reserves in unrestricted funds which equate to approximately two months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

## **FRIENDS OF ST MARY'S HOSPITAL, W2**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **FUTURE PLANS AND PRINCIPLE RISKS**

The NHS Trust has taken over our former Shop and Cafe site to run an in-house Service, and the space previously occupied by the Western Eye kiosk and Paterson Wing Trolley have been taken over for clinical use and improved access for disabled patients and covid safe space requirements. It is clear that we will be unable to restart these retail outlets, but we are hoping to be granted space in which to sell non-food items, including a click and collect service for memorabilia, etc. so that we can re-establish a presence in the Hospitals and increase our fundraising potential.

The Imperial College Healthcare NHS Trust continues to review its service provision and use of buildings across the St. Mary's, Western Eye, Hammersmith, Charing Cross and Queen Charlotte's sites, but the Friends of the constituent Hospitals have all agreed that they should remain separate bodies while maintaining close links. The NHS has indicated that significant funding will be made available to bring St Mary's Hospital up to modern standards and this will involve major rebuilding over the next few years.

The recruitment of volunteers is dealt with through the Imperial Health Charity and we are hopeful that when we are able to open a non food outlet we will be able to recruit volunteers through them again.

We have suspended consideration of grant applications for support from our unrestricted funds, as our main sources of income have reduced.

#### **STATEMENT OF EXECUTIVE COMMITTEE RESPONSIBILITIES**

The Executive Committee are required under the constitution of the charity to prepare 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 Executive Committee 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 those financial statements the Executive Committee are required to:-

- (a) select suitable accounting policies and apply them consistently;
- (b) observe the methods and principles in the Charities SORP 2019 (FRS 102);
- (c) make judgements and estimates that are reasonable and prudent;
- (d) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- (e) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Executive Committee 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 constitution. 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.

**FRIENDS OF ST MARY'S HOSPITAL, W2**

**ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED  
31 DECEMBER 2020**

**STATEMENT OF DISCLOSURE TO AUDITORS**

So far as the Trustees are aware, there is no relevant audit information of which the Charity's auditors are unaware. Additionally, Trustees have taken all the necessary steps that they ought to have taken as Trustees in order to make themselves aware of all relevant audit information and to establish that the charity's auditors are aware of that information.

**APPROVAL**

This report was approved by the Executive Committee on the date shown below and signed on their behalf by:-

.....  
Miss J Winslow - Deputy Chairman

.....  
Mr C W Umpleby – Treasurer

Date.....



## **INDEPENDENT AUDITORS' REPORT**

### **TO THE EXECUTIVE COMMITTEE OF THE FRIENDS OF ST MARY'S HOSPITAL W2**

#### **Opinion**

We have audited the financial statements of The Friends of St. Mary's Hospital W2 (the 'charity') for the year ended 31 December 2020 set out on pages 10 to 15. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

In our opinion the financial statements:

-give a true and fair view of the state of the charity's affairs as at 31 December 2020 and of its incoming resources and application of resources for the year then ended;  
-have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and have been prepared in accordance with the requirements of the Charities Act 2011.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Executive Committee' use of the going concern basis of the accounting in the preparation of the financial statements is not appropriate; or
- the Executive Committee has not disclosed in the financial statements any identified material uncertainties that may cast doubt about the charity's ability to continue to adopt the going concern basis of accounting for the period of at least twelve months from the date when the financial statements are authorised for issue.

#### **Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Executive Committee is responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Annual Report of the Executive Committee is inconsistent in any material respect with the financial statements: or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns: or
- we have not received all the information and explanations we require for our audit.

## **INDEPENDENT AUDITORS' REPORT (CONTINUED)**

### **TO THE EXECUTIVE COMMITTEE OF THE FRIENDS OF ST MARY'S HOSPITAL W2**

#### **Responsibilities of the Executive Committee**

As described more fully in the statement of the Executive Committee responsibilities, the Executive Committee is responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the Executive Committee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless the Executive Committee either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

We gained an understanding of the legal and regulatory framework applicable to the charity, and considered the risk of acts by the charity that were contrary to applicable laws and regulations, including fraud. We designed audit procedures to respond to the risk, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

We focussed on law and regulations which could give rise to material misstatements in the financial statements, including, but not limited to, the Charities Act 2011. Our tests included agreeing the financial statements disclosures to underlying supporting documentation and enquiries with management. There are inherent limitations in the audit procedures described above and, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. We did not identify any key audit matters relating to irregularities, including fraud. As in all our audits, we also addressed the risk of management override of internal controls, including testing journals and evaluating whether there was evidence of bias by the directors that represented a risk of material misstatement due to fraud.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

This report is made solely to the Executive Committee of the Charity, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the Executive Committee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its' Executive Committee as a body, for our audit work, for this report, or for the opinions we have formed.

**Glazers**  
**Statutory Auditor**  
**843 Finchley Road**  
**London NW11 8NA**

**Date:** .....

Glazers is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006.

## FRIENDS OF ST MARY'S HOSPITAL W2

### STATEMENT OF FINANCIAL ACTIVITIES

#### FOR THE YEAR ENDED 31 DECEMBER 2020

		<u>General Funds</u> £	<u>Restricted Funds</u> £	<u>2020</u> Total £	<u>2019</u> Total £
	<u>Notes</u>				
<u>Income</u>					
<i>Voluntary Income:-</i>					
- Donations, gifts and legacies		85,892	-	85,892	75,804
- Subscriptions		975	-	975	883
<i>Income from charitable activities:-</i>					
- Gross income from services	(2)	70,513	-	70,513	354,676
- Fundraising ventures		9,548	-	9,548	13,143
Government furlough refund		64,323	-	64,323	-
Investment income		233	-	233	302
<u>Total income</u>		<u>231,484</u>	<u>-</u>	<u>231,484</u>	<u>444,808</u>
 <u>Expenditure:-</u>					
<i>Costs of generating funds:</i>					
<i>General fund – Direct</i>		787	-	787	1,341
Costs of services - Direct	(2)	51,900	-	51,900	232,847
- Indirect	(2)	34,281	-	34,281	126,644
<i>Charitable expenditure:</i>					
Gifts, grants and research advances	(3)	7,458	-	7,458	27,017
Support and administration costs:-					
-Net cost of furloughed Shop and Café Staff	(4)	79,343		79,343	-
- Other support and administration costs	(4)	28,986	-	28,986	31,465
 <u>Total expenditure</u>		 <u>202,755</u>	 <u>-</u>	 <u>202,755</u>	 <u>419,314</u>
 <u>Net movement in funds</u>		 28,729	 -	 28,729	 25,494
 Total funds b/fwd.		 41,972	 3,835	 45,807	 20,313
<u>Total funds c/fwd.</u>		<u>70,701</u>	<u>3,385</u>	<u>74,536</u>	<u>45,807</u>

# FRIENDS OF ST MARY'S HOSPITAL W2

## BALANCE SHEET

AS AT 31 DECEMBER 2020

	<u>Notes</u>	£	<u>2020</u>	£	£	<u>2019</u>	£
<u>FIXED ASSETS</u>							
Tangible Fixed Assets	(6)		140			884	
Investments	(7)		<u>22,241</u>			<u>22,082</u>	
			22,381			22,966	
<u>CURRENT ASSETS</u>							
Stocks	(8)	4,928			10,490		
Debtors	(9)	10,189			8,408		
Cash at Bank and In Hand		<u>81,289</u>			<u>63,608</u>		
		96,406			82,506		
Current Liabilities	(10)	<u>(44,251)</u>			<u>(59,665)</u>		
			52,155			22,841	
<u>Total Assets Less Current Liabilities</u>			<u>74,536</u>			<u>45,807</u>	
<u>Funds of the Charity</u>							
General Funds	(1.7)		70,701			41,972	
Restricted funds	(1.7, 5)		<u>3,835</u>			<u>3,835</u>	
	(11)		<u>74,536</u>			<u>45,807</u>	

The accounts set out on the attached pages were approved by the Executive Committee of Friends of St Mary's Hospital and signed on their behalf by:-

.....  
Miss J Winslow - Deputy Chairman

.....  
Mr C W Umpleby - Treasurer

Date .....

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

1. Accounting policies

1.1 Accounting convention

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities" 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 2019).

1.2 Going Concern

The financial statements have been prepared on going concern basis, at the time of approving the financial statements, the Executive Committee have a reasonable expectation that the charity will have adequate resources to continue in the foreseeable future as fully explained in reserve policy note on page 5.

The Covid-19 pandemic led The NHS Trust taking over our former Shop and Cafe site to run an in-house Service. The space previously occupied by the Western Eye kiosk and Paterson Wing Trolley have been taken over for clinical use and improved access for disabled patients and covid safe space requirements. We had to furlough our staff. In line with 'good employer policy, we have continued to pay staff their full salary and reclaim, (through the Trust), the 80% furlough grant. It is clear that we will be unable to restart these retail outlets, but we are hoping to be granted space in which to sell non-food items, including a click and collect service for memorabilia, etc. so that we can re-establish a presence in the Hospitals and increase our fundraising potential. It is hoped we can gradually bring back our staff and volunteers, and discussions regarding this are on-going with the NHS Trust. During this time, we have suspended consideration of grant applications as one of our main sources of income have ceased.

1.3 Fixed Assets

All tangible fixed assets are for use by the charity, held within the UK, and are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures, fittings & equipment - 25% pa on reducing balance basis  
Hospital Shop - 10% pa on straight line basis (i.e. over 10 years)

Quoted Investments are stated at market value.

1.4 Income

Voluntary income and donations are accounted for as received by the charity. The income from fundraising ventures and services is shown gross, with the associated costs relating to the latter, included in service costs. Investment income is accounted for in the period in which the charity is entitled to receipt.

1.5 Expenditure

Expenditure is included on an accrual basis and has been classified under headings which aggregate all costs relating to that category.

1.6 Stock

Stocks of goods for resale by the General Fund and Services are included in the accounts at the lower of cost and net realisable value.

1.7 Investments

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year.

## FRIENDS OF ST MARY'S HOSPITAL W2

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 DECEMBER 2020 cont.....

##### 1.8 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 charity and which have not been designated for other purposes. In respect of this, The Executive Committee are of the opinion that it is prudent to set aside a provision, out of unrestricted funds, in respect of closure costs and other unforeseen liabilities. They consider that the balance of unrestricted funds available should be sufficient for this.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

##### 2. Services

	Hospital Shop £	Friends Cafe £	Western Eye Hospital – Tea Bar £	Total £
Sales	53,197	15,034	2,282	70,513
Direct Expenses	(42,495)	(7,629)	(1,776)	(51,900)
	10,702	7,405	506	18,613
Indirect Expenses	(19,095)	(15,141)	(45)	(34,281)
Deficit for year, excluding Investment Income	(8,393)	(7,736)	461	(15,668)

The staff costs for the year amounted to £126,911 (2019: £136,429). The average number of full time and part time employees was 8 (2019: 9). The staff are paid by the NHS Trust and the charity is invoiced monthly with the cost. The charity did not pay more than £60,000 for any one employee.

##### 3. Gifts and Grants

Details of gifts and grants awarded during the year are as detailed in the report of the Executive Committee.

##### 4. Support and administration Costs

	<u>2020</u> £	<u>2019</u> £
Salaries and pension	16,639	16,276
Net cost of furloughed Shop and Café Staff	79,343	-
Printing, postage, stationery and telephone	1,883	2,206
Bank charges	208	328
Repairs including Western Eye Kiosk	-	1,908
Insurance	2,634	2,444
Accountancy and audit	6,285	6,285
Other administration costs	1,337	2,018
	<u>108,329</u>	<u>31,465</u>

##### 5. Movements in Restricted Funds

	<u>Balance</u> <u>1.1.20</u> £	<u>Income</u> £	<u>Investment</u> <u>Income</u> £	<u>Outgoings</u> £	<u>Balance</u> <u>31.12.20</u> £
Sundry legacies and Ward funds held	3,835	-	-	-	3,835

Restricted funds are represented by investments and funds held at bank as at 31.12.20.

## FRIENDS OF ST MARY'S HOSPITAL W2

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 DECEMBER 2020 cont. ....

##### 6. Tangible Fixed Assets

	<u>Fixtures, Fittings &amp; Equipment</u> £
Cost	
At 1 January 2020	67,348
Amount written off	(12,131)
At 31 December 2020	<u>55,217</u>
Depreciation	
At 1 January 2020	66,464
Elimination on write off	(11,624)
Charge for the year	237
At 31 December 2020	<u>55,077</u>
<u>Net Book Value</u>	
At 31 December 2020	<u>140</u>
At 31 December 2019	<u>884</u>

	<u>2020</u> £	<u>2019</u> £
7. <u>Investments</u>		
Post Office Investment Account	22,241	22,082
	<u>22,241</u>	<u>22,082</u>

##### 8. Stocks

Stocks comprise goods for resale at:-

- General Fund (Christmas Cards)	896	192
- Café (distributed free to staff)	-	970
- Western Eye Hospital (distributed free to staff)	-	512
- Hospital Shop	4,032	8,816
	<u>4,928</u>	<u>10,490</u>

##### 9. Debtors

Other debtors	<u>10,189</u>	<u>8,407</u>
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##### 10. Creditors, falling due within one year

Commitments for gifts and grants	-	18,000
Other creditors and accruals	44,251	41,665
	<u>44,251</u>	<u>59,665</u>

# FRIENDS OF ST MARY'S HOSPITAL W2

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2020 cont.....

#### 11. Reconciliation of Movement on Funds for the year

	<u>2020</u>		<u>2019</u>	
	£	£	£	£
<u>GENERAL FUND</u>				
Balance at 1.1.20	84,989		31,744	
<u>Less:</u> Excess of income over expenditure after transfers from other funds	<u>44,881</u>	129,870	<u>53,245</u>	84,989
<u>FRIENDS CAFÉ FUND ACCOUNT</u>				
Balance at 1.1.20	(38,608)		(24,178)	
<u>Add:</u> Excess of expenditure over income	<u>(7,224)</u>		<u>(14,430)</u>	
	(45,832)		(38,608)	
<u>Less:</u> Transfer to General Fund	<u>-</u>	(45,832)	<u>-</u>	(38,608)
<u>HOSPITAL SHOP FUND ACCOUNT</u>				
Balance at 1.1.20	(3,664)		8,692	
<u>Add:</u> Excess of income over expenditure	<u>(8,385)</u>		<u>5,644</u>	
	(12,049)		14,336	
<u>Less:</u> Transfer to General Fund	<u>-</u>	(12,049)	<u>(18,000)</u>	(3,664)
<u>WESTERN EYE HOSPITAL - TEA BAR FUND ACCOUNT</u>				
Balance at 1.1.20	3,090		4,055	
<u>Add:</u> Excess of income over expenditure	<u>464</u>		<u>4,035</u>	
	3,554		8,090	
<u>Less:</u> Transfer to General Fund	<u>(500)</u>		<u>(5000)</u>	
		<u>3,054</u>		<u>3,090</u>
		<u>75,043</u>		<u>45,807</u>

#### 12. Members Remuneration

The members neither received nor waived any emoluments during the year (2019: £NIL).