

FRIENDS OF THE CHELSEA CHILDREN'S HOSPITAL SCHOOL

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2016

[Charity Commissioners' registration no: 1060218]

FRIENDS OF THE CHELSEA CHILDREN'S HOSPITAL SCHOOL

REPORT OF THE TRUSTEES

INTRODUCTION

The Trustees present their report together with the financial statements of the Friends of Chelsea Children's Hospital School ("the Friends") for the year ended 31st March 2016. The report and financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Friends' Constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16th July 2014.

ORGANISATION

The Friends is an unincorporated association governed by a Constitution adopted by the Trustees on 17th December 1996. The Charity Commissions' registration number is 1060218.

The Friends' address is Chelsea Community Hospital School, Chelsea and Westminster Hospital, 369 Fulham Road, London SW10 9NH.

The Trustees are the members of the Executive Committee, comprising:

Chair and Secretary	Nicky Foy
Treasurer	Ann Gilbert
Other members	Tricia Cox
	Silvana Camilletti
	Janette Steel OBE
	Sue Browne
	Melissa Stisted

The members of the Executive Committee are elected by the members of the Friends of the Chelsea Children's Hospital School.

As required by the Constitution all members of the executive committee retire from office each year. Having retired each officer now offers herself for re-election.

The Friends has no employees and is reliant on voluntary services provided by members of the Executive Committee and volunteers.

In February our dear friend Helena Steele died from cancer. Helena was a major contributor to the charity, volunteering weekly on the charity stall for over 10 years. She is remembered fondly by us all

OBJECTS

The objects of the Friends of Chelsea Children's Hospital School are the advancement of a broad education for children and young people admitted to Chelsea & Westminster Hospital, The Royal Brompton Hospital, St. Mary's Hospital, and Collingham Child and Family unit and any children and young people in the Royal Borough of Kensington & Chelsea ("RBKC") who are unable to attend school because of medical or mental health problems.

The School is primarily funded by RBKC, the Friends' aim to provide additional funding.

FUND RAISING

The Friends seek to raise money for the School by applying to other charitable organisations for funding and by running stalls, selling donated goods and cakes, within the hospital and by organising raffles.

The Trustees take this opportunity to thank all those who have made donations to the Friends during the year.

FRIENDS OF THE CHELSEA CHILDREN'S HOSPITAL SCHOOL

REPORT OF THE TRUSTEES (continued)

REVIEW OF ACTIVITIES

In planning the activities of the Friends, the Trustees keep in mind the Charity Commissions guidance on public benefit. The main objective of the Friends is to keep the Hospital School open during the 12 week school holidays, take the students on a holiday during the summer and provide an enriched experience whilst they are in hospital.

During the period under review the Friends have successfully raised additional funds to support the Hospital School. These have primarily, but not exclusively been:

Summer programme

£4,620 to fund the summer programme at the School and holidays for students at Sayers Croft, as well as a Christmas outing to Winter Wonderland.

Art therapy

£2,365 to enable the School to continue to provide art therapy at the School.

Careers project

£10,000 to enable the appointment of a new part-time career support worker to provide students with career advice and guidance.

General donations and fund raising

The Trustees received donations of £7,754 and raised £7,132 from fund raising activities. These amounts will enable the Friends to provide funding for the School's extra-curricular activities during the forthcoming year.

FINANCIAL REVIEW

During the year under review the Friends made donations to the School of £94,850 (2015: £25,600), whilst incoming resources were £31,903 (2015: £46,335). The net reduction in funds held was £64,187 (2015: increase £19,490). At the end of the year total funds were £134,837 (2015: £199,024) consisting of unrestricted funds of £122,372 (2015: £139,043) and restricted funds of £12,465 (2015: £59,981).

PLANS FOR FUTURE PERIODS

In the forthcoming year, the Friends intend to continue to provide funding for the School's summer programme and to support the Families and Children Together project at the School.

RESERVES POLICY

At the end of the year the Friends held total unrestricted reserves of £122,372 (2015 - £139,043). The Friends' aim is to hold reserves so that continued funding can be provided to the School for at least the next year.

FRIENDS OF THE CHELSEA CHILDREN'S HOSPITAL SCHOOL**REPORT OF THE TRUSTEES (continued)****TRUSTEES' RESPONSIBILITIES**

The Trustees are responsible for preparing the Trustees' report and 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 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:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principals in the Charities Sorp;
- c) make judgments and accounts 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 the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient 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.



Nicky Foy, Chair
For and on behalf of the Executive Committee.

8th November 2016

FRIENDS OF THE CHELSEA CHILDREN'S HOSPITAL SCHOOL

INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the Trustees of Friends of the Chelsea Children's Hospital School

I report on the financial statements of the charity for the year ended 31st March 2016 as set out on pages 5 to 10.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011. 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 this 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 work, for this report, or for the opinions I have formed.

Respective responsibilities of Trustees and examiner

The charity's Trustees' responsibilities for the preparation of financial statements are set out on page 3. 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;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to 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 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, no matter has come to my attention:

- a) 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 financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act;
 have not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



D. D. E. Crawford ACA
F. W. Smith, Riches & Co.,
Chartered Accountants,
15 Whitehall, London, SW1A 2DD.

8th November 2016

FRIENDS OF THE CHELSEA CHILDREN'S HOSPITAL SCHOOL**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2016**

	Note	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015 (Restated)
Incoming Resources		£	£	£	£
Donations		7,754	16,985	24,739	38,798
Fund raising activities		6,132	-	6,132	6,485
100 Club		1,000	-	1,000	1,020
		<u>14,886</u>	<u>16,985</u>	<u>31,871</u>	<u>46,303</u>
Bank interest		22	10	32	32
Total incoming resources		<u>14,908</u>	<u>16,995</u>	<u>31,903</u>	<u>46,335</u>
Resources expended					
Charitable activities					
Expenditure on Charitable Activities	3	<u>31,239</u>	<u>64,511</u>	<u>95,750</u>	<u>26,500</u>
Fundraising costs		<u>340</u>	<u>-</u>	<u>340</u>	<u>345</u>
Total resources expended		<u>31,579</u>	<u>64,511</u>	<u>96,090</u>	<u>26,845</u>
Net movement in funds		(16,671)	(47,516)	(64,187)	19,490
Total funds brought forward		<u>139,043</u>	<u>59,981</u>	<u>199,024</u>	<u>179,534</u>
Total funds carried forward		<u><u>122,372</u></u>	<u><u>12,465</u></u>	<u><u>134,837</u></u>	<u><u>199,024</u></u>

FRIENDS OF THE CHELSEA CHILDREN'S HOSPITAL SCHOOL**BALANCE SHEET AS AT 31ST MARCH 2016**

	Note	<u>2016</u>	<u>2015</u>
CURRENT ASSETS		£	£
Other debtors		-	251
Cash at bank		134,837	198,773
Total Assets		<u>134,837</u>	<u>199,024</u>
Represented by:			
Unrestricted funds		122,372	139,043
Restricted funds	5	12,465	59,981
Total Funds		<u>134,837</u>	<u>199,024</u>

The financial statements on pages 5 to 10 were approved by the Executive Committee on 8th November 2016 and were signed on their behalf by:



Nicky Foy – Chair

FRIENDS OF THE CHELSEA CHILDREN'S HOSPITAL SCHOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2016

1. ACCOUNTING POLICIES

a) **Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard for Smaller Entities published on 16th July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015), the Charities Act 2011 and UK Generally Accepted Accounting Practice as it applies from 1st January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16th July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1st April 2005 which has since been withdrawn.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transactional value unless otherwise stated in the notes to these financial statements.

b) **Income recognition**

Income is recognised in the period in which the Friends have entitlement to the income, it is probable that the income will be received and the amount of the income can be measured reliably.

Donations and gifts are recognised when both the amount and settlement date are known.

c) **Donated services**

Donated professional services are recognised as income when any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the Friends of the item is probable and the economic benefit can be measured reliably. On receipt, donated professional services are recognised on the basis of the value of the gift to the Friends which is the amount the Friends would have been willing to pay to obtain services of equivalent economic benefit on the open market; a corresponding amount is then recognised in the period of receipt.

d) **Resources expended**

Expenditure is recognised in the period when there is a legal or constructive obligation committing the Friends to that expenditure, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Support and governance costs, as detailed in note 4, are allocated/apportioned to the expenditure on charitable activities as set out in note 3. Governance costs comprise all costs involving the public accountability of the Friends and their compliance with regulation and good practice.

e) **Restricted funds**

These are monies, which have legal restrictions on their use, where donors have specified the funds can only be spent on specific activities, as set out in note 5.

f) **Comparatives**

Certain comparative information set out in the statement of financial activities and the notes relating thereto has been restated so that it is comparable to the information being reported for the current year. The principal changes are the inclusion of donated services and the related costs together with the allocation of support and governance costs.

FRIENDS OF THE CHELSEA CHILDREN'S HOSPITAL SCHOOL**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2016****2. TRUSTEES' REMUNERATION**

The Trustees all give freely of their time and expertise without any form of remuneration or other benefit (2015: £nil). They also take part in fund raising and during the year raised £6,132 (2015: £6,485) by running stalls selling cakes and donated items and by holding raffles.

No expenses were reimbursed to the Trustees (2015: £nil).

3. ANALYSIS OF CHARITABLE EXPENDITURE

The Friends' charitable activities consist of providing financial support to the Chelsea Children's Hospital School. An analysis of the charitable activities and allocated support and governance costs is given below:

	Expenditure on charitable activities £	Support & Governance costs £	Total 2016 £	Total 2015 (Restated) £
Funded from unrestricted funds	30,339	900	31,239	1,300
Funded from restricted funds	64,511	-	64,511	25,200
Total	94,850	900	95,750	26,500

A detailed analysis of the financial support provided by the Friends to the Chelsea Children's Hospital School is as follows:

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Drama sessions	2,171	-	2,171	2,124
Art sessions	12,528	3,397	15,925	968
Events and outings	-	4,620	4,620	4,900
IT consultancy / equipment	15	15,698	15,713	-
FACT	-	16,600	16,600	16,600
Cooking	-	91	91	909
Gardening	-	-	-	99
Minibus	15,625	14,105	29,730	-
Careers advice	-	10,000	10,000	-
Total	30,339	64,511	94,850	25,600

4. SUPPORT AND GOVERNANCE COSTS

Support and governance costs consist of an Independent Examiner's fee of £900 including VAT (2015: £900 including VAT), provided by F. W. Smith, Riches & Co. for no charge. The value of this service is recognised within incoming resources as a donation, and the equivalent charge for governance related costs has been allocated to the Friends' charitable activities.

FRIENDS OF THE CHELSEA CHILDREN'S HOSPITAL SCHOOL**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2016****5. RESTRICTED FUND ANALYSIS**

	Fund balance brought forward £	Donations received £	Bank interest received £	Resources expended £	Fund balance carried forward £
Information technology fund	15,695	-	3	(15,698)	-
Events and outings fund	-	4,620	-	(4,620)	-
Creative arts fund	1,032	2,365	-	(3,397)	-
Minibus fund	14,105	-	-	(14,105)	-
Cooking fund	91	-	-	(91)	-
Families and Children Together project	29,058	-	7	(16,600)	12,465
Careers project	-	10,000	-	(10,000)	-
	<u>59,981</u>	<u>16,985</u>	<u>10</u>	<u>(64,511)</u>	<u>12,465</u>

Analysis of net assets between the funds:

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Cash at bank	122,372	12,465	134,837
	<u>122,372</u>	<u>12,465</u>	<u>134,837</u>

The aims of the restricted funds are to:

Information technology fund

Provide resources to the Chelsea Children's Hospital School to buy, install, operate and maintain new information technology equipment and software.

Events and outings fund

Provide resources to enable the patients at the Chelsea Children's Hospital School to go to events and go on outings.

Creative arts fund

Provide art therapy at the Chelsea Children's Hospital School.

Minibus fund

Provide resources to enable the purchase of a new 9-seater wheelchair accessible minibus for the Chelsea Children's Hospital School.

Cooking fund

Provide resources to enable the patients at Chelsea Children's Hospital School to have cooking lessons.

FRIENDS OF THE CHELSEA CHILDREN'S HOSPITAL SCHOOL**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2016****5. RESTRICTED FUND ANALYSIS** *(continued)***Families and Children Together Project (FACT)**

Provide resources to pay the project manager's salary at St Mary's Hospital for the three years.

Careers Project

Provide a part-time career support worker to provide students with career advice and guidance.

6. RELATED PARTY DISCLOSURES

The Friends of the Chelsea Children's Hospital School is controlled by its Trustees.