

**LEAGUE OF FRIENDS  
OF  
THE QUEEN VICTORIA HOSPITAL**

**FINANCIAL STATEMENTS FOR YEAR  
ENDED 31<sup>ST</sup> DECEMBER 2017**

**LEAGUE OF FRIENDS OF THE QUEEN VICTORIA HOSPITAL  
ANNUAL REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2017  
REPORT OF THE TRUSTEES**

The Trustees present their report and the accounts for the year ended 31<sup>st</sup> December 2017. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's trust deed, applicable law and the requirements of the Charity Commission.

**Structure, Governance and management**

The League of Friends of the Queen Victoria Hospital, which was constituted in 1949, was registered with the Charity Commission under no. 215518 on 31<sup>st</sup> January 1963. The Governing Document is the Rules and Constitution approved 29<sup>th</sup> May 1961 as amended by resolution passed 17<sup>th</sup> June 1963. Its address on the Charity Commissioners Report is c/o 7, Sheridan Place, East Grinstead, West Sussex, RH19 1SU.

Under their Constitution the activities of the League of Friends are co-ordinated by a Committee of Trustees whose powers and responsibilities are defined in the Governing Document. The Trustees also decide on the general policy to be adopted in the pursuance of the objectives of the Friends.

**The Charity Trustees during the year to 31<sup>st</sup> December 2017 were: -**

Mr A StJ Brown	Chairman (appointed 13th June 2017)
Mrs M Budgen	Secretary (resigned 13 <sup>th</sup> June 2017)
Ms L V Skinner	Secretary/Registrar (appointed 13th June 2017)
Mr B Rugg	Treasurer
Mr A E Budgen	Registrar (resigned 13 <sup>th</sup> June 2017)
Dr A J Robertson	Mr R B Marchant
Mrs C Rea	Ms K McQueen
Mrs M Smeaton (appointed 13th June 2017)	
Mrs A B Durrant (appointed 13th June 2017)	
Mrs V King (resigned 13 <sup>th</sup> January 2017)	
Mrs A Myson (resigned 13 <sup>th</sup> June 2017)	

The trustees are continually examining the major risks the Charity faces and confirm that a formal register has been established so as to mitigate those risks.

Trustees who have experience or skills for the Charity's needs are recruited and appointed by the existing trustees from the local community. Training is provided if necessary.

**The Charity's main advisors are: -**

Barclays Bank PLC 17 High Street East Grinstead West Sussex	Mr Graham Collins FCISI MacArthur Gordon Osborne House, 3-5 Portland Road Hythe, Kent, CT21 6EG
Lloyds TSB Bank PLC London Road East Grinstead West Sussex	

**LEAGUE OF FRIENDS OF THE QUEEN VICTORIA HOSPITAL  
REPORT OF THE TRUSTEES CONT.**

Independent Examiner

Darren M Harding ACA,FCCA,DChA  
Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

The Charity employed no members of staff during 2017.

**Objects and activities**

To mobilise, encourage, foster and maintain the interest in the patients and support the work of the Queen Victoria Hospital in East Grinstead.

The Charity's main purpose, as set out in the governing document, is to raise funds to provide amenities for patients and staff at the Queen Victoria Hospital.

**Achievements and performance**

The League's gross income, compared with that of £52,742 in 2016 was higher at £55038 in 2017. Income consisted mainly of Legacy & Donation income and increased Bank Interest and Investment Income due to the Trustees efforts to manage its available funds. Despite the Government's continuing NHS Reforms and restructuring of the Hospital the league has provided substantial assistance to the Hospital during the year. The League expects to provide a greater level of assistance in 2018.

Direct Charitable Expenditure totaled £78,862 (the details of which are set out on page 6). During 2017 the League's overall net resources including investments held increased to £1,172,961 of which an estimated sum of at least £500,000 will be spent on assistance to the Hospital during 2018

The continued view of the Trustees is that because of the low level of regular income, the League will act prudently during 2018 when considering the purchase of equipment etc. for the Hospital. Having reviewed the funding requests from the hospital the trustees have agreed to assist the hospital in purchasing a CT Scanner which will greatly benefit the local community, patients and staff. Almost certainly the League's regular income will be exceeded by expenditure. The trustees feel that the new equipment to be funded in 2018 is a necessity and will provide a benefit to the local community.

**Public Benefit**

The charity's trustees have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, they have considered how planned activities will contribute to the aims and objectives they have set.

The League of Friends of The Queen Victoria Hospital has continued its charitable work throughout the year providing new and improved equipment to the Hospital with a total spend of £76,935. This included the provision of a 3D Scanning Facility, a Hydrogen Peroxide Decontamination Unit and Furniture for the Hurricane Cafe. The Hospital caters for the medical needs of the general public and to this end the contribution of the charity has enabled the Hospital to provide an improved service.

**LEAGUE OF FRIENDS OF THE QUEEN VICTORIA HOSPITAL  
REPORT OF THE TRUSTEES CONT.**

The Charity's total income for the year amounted to £55,038, which consisted of: -

Members subscriptions	2,401
Tax rebates on covenanted income	453
Donations from local organisations and the public (7)	3,830
Donations received in memory of friends and relatives (1)	300
Legacies (1)	1,000
Collections Donations Boxes	353
Interest & Investment Income	46,701
	<hr/>
	<b>£55,038</b>

The Charity this year spent £1,927 on Support Costs as follows: -

Stationery, Printing & Postage	113
Sundry Administration Costs	524
Independent Examiners Fees	1,290
	<hr/>
	<b>£1,927</b>

The total costs of the Charity amounted to: **£1,927**

This gave a net contribution for the year of £53,111. The Trustees provided £76,935 for the benefit of patients and staff at the Queen Victoria Hospital as follows: -

3D Scanning Unit for Maxillofacial	31,239
Hydrogen Peroxide Decontamination Unit for Eye Bank	8,400
Garden Mower for Estates	6,239
Support for Facial Palsy Conference	4,100
Garden Projects	1,237
Rosemary Wootton Bursaries Award	19,997
New Furniture for Hurricane Cafe	2,697
Sundry other items of Equipment	1,624
Presents for Staff	48
Provision of Fish Tanks	1,354
	<hr/>
	<b>£76,935</b>

These were provided to the hospital from the £53,111 net contribution together with a transfer from the accumulated capital funds of £23,824. The balance of the accumulated capital fund is adequate to guarantee the League's support of the Hospital for the forthcoming year.

**LEAGUE OF FRIENDS OF THE QUEEN VICTORIA HOSPITAL  
REPORT OF THE TRUSTEES CONT.**

**Financial review**

See Achievements and performance for relevant financial details.

It is the policy of the Charity to maintain unrestricted funds, which are the free reserves of the charity at a level to support its total expenditure for the coming and future years. At present this represents 12 – 18 months worth of expenditure.

**Disclosure of information to Independent Examiner**

Each of the members of the Board of Trustees has confirmed that there is no information which they are aware of which is relevant to the examination, but of which the examiner is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the examiner is aware of such information.

Signed.....

Mr A StJ Brown, Chairman

For and on behalf of the Committee of the Trustees. Dated.....*28th April 2018*.....

# **THE LEAGUE OF FRIENDS OF THE QUEEN VICTORIA HOSPITAL**

## **Independent Examiner's Report to the Trustees of the League of Friends**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2017, which are set out on pages 6 to 10.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

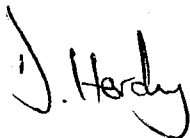
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



**Darren Harding ACA, FCCA, DChA**

Richard Place Dobson, Chartered Accountants  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

Dated: ...4/5/2018....

**LEAGUE OF FRIENDS OF THE QUEEN VICTORIA HOSPITAL**

**RECEIPTS AND PAYMENTS SUMMARY OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2017**

	Notes	Restricted Funds £	Unrestricted Funds £	Designated Funds £	Total 2017 £	Total 2016 £
<b><u>INCOME</u></b>						
Donations	2	-	4,483	-	4,483	5,234
Legacies	2	-	1,000	-	1,000	681
Activities in furtherance of the charity's objectives	3	-	2,854	-	2,854	3,160
Investment Income	4	-	46,701	-	46,701	43,667
<b>Total income received</b>		<u>-</u>	<u>55,038</u>	<u>-</u>	<u>55,038</u>	<u>52,742</u>
<b><u>EXPENDITURE</u></b>						
Direct Charitable Expenditure	5	31,239	38,433	9,190	78,862	39,374
Expenditure on Investments	9	-	-	-	-	50,000
<b>Total expenditure</b>		<u>31,239</u>	<u>38,433</u>	<u>9,190</u>	<u>78,862</u>	<u>89,374</u>
Net receipts/(payments)		(31,239)	16,605	(9,190)	(23,824)	(36,632)
Transfers between funds			(9,190)	9,190	-	-
Net receipts/(payments) after transfers		<u>(31,239)</u>	<u>7,415</u>	<u>(0)</u>	<u>(23,824)</u>	<u>(36,632)</u>
Funds at 1 January 2017		64,595	94,095	20,700	179,390	216,022
<b>Fund balances at 31 December 2017</b>		<u>33,356</u>	<u>101,510</u>	<u>20,700</u>	<u>155,566</u>	<u>179,390</u>

LEAGUE OF FRIENDS OF THE QUEEN VICTORIA HOSPITAL

STATEMENT OF ASSETS and LIABILITIES  
FOR THE YEAR ENDED 31 DECEMBER 2017

	Restricted Funds £	Unrestricted Funds £	Designated Funds £	Total 2017 £	Total 2016 £
<b><u>Assets</u></b>					
Building Society Account	-	-	-	-	4,670
Barclays Bank Account		15,963		15,963	10,677
Lloyds Bank Account	3,356	16,247		19,603	34,043
Lloyds Deposit Account	30,000	69,300	20,700	120,000	130,000
Bank and Deposit Accounts	<u>33,356</u>	<u>101,510</u>	<u>20,700</u>	<u>155,566</u>	<u>179,390</u>
<b>Investment Assets</b>					
M&G Charifund Income Units at market value	-	517,395	500,000	1,017,395	950,963
Total Investment Assets	<u>-</u>	<u>517,395</u>	<u>500,000</u>	<u>1,017,395</u>	<u>950,963</u>
<b>Liabilities</b>					
At the year end the following estimated liabilities existed (all to be paid from unrestricted funds):					
Accruals		1,290		1,290	1,200
	<u>-</u>	<u>1,290</u>	<u>-</u>	<u>1,290</u>	<u>1,200</u>

This Financial Report for the year ended 31st December 2017, including the notes following, was approved by the Committee of Trustees on 23rd April 2018 and signed on their behalf by:



Mr A StJohn Brown  
Chairman of the Trustees



# LEAGUE OF FRIENDS OF THE QUEEN VICTORIA HOSPITAL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

The accounts have been prepared in accordance with the receipts and payments guidance issued by the Charity Commission.

#### 1.2 Incoming resources

Donations and legacies, subscriptions, income in furtherance of the charities objectives and income to generate funds are included in the year in which they are receivable which is when the charity becomes entitled to the resource.

Income from investments is included in the statement of financial activities in the year in which it is receivable.

#### 1.3 Resources expended

Expenditure is included when incurred. Costs are attributable to either direct charitable expenditure which include grants approved and paid to Queen Victoria Hospital for either hospital equipment or related hospital running costs.

Support costs include office running costs and governance costs which are those costs associated with meeting the constitutional and statutory requirements of the charity such as the Independent Examination.

Gifts in kind - The charity receives the benefit of work carried out by volunteers.

#### 1.4 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

#### 1.5 Accumulated Funds

The nature and purpose of each fund is shown in notes 11 and 12

#### 1.6 Taxation

As a registered Charity the Association is exempt from Income Tax and Capital Gains Tax but not from VAT. The League was registered for VAT in February 2003 but applied for and received deregistration in March 2008.

### 2 Donations & legacies

	Restricted Funds	Unrestricted Funds	Designated Funds	Total 2017	Total 2016
	£	£	£	£	£
Donations and gifts		4,483	-	4,483	5,234
Legacies		1,000	-	1,000	681
	<u>-</u>	<u>5,483</u>	<u>-</u>	<u>5,483</u>	<u>5,915</u>

### 3 Activities in the furtherance of the charity's objectives

	2017	2016
	£	£
Subscriptions received	2,401	2,453
Tax rebates on covenanted income	453	707
	<u>2,854</u>	<u>3,160</u>

### 4 Investment income

	2017	2016
	£	£
Interest and Dividends receivable	<u>46,701</u>	<u>43,667</u>

LEAGUE OF FRIENDS OF THE QUEEN VICTORIA HOSPITAL

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2017

5	Direct charitable expenditure	Restricted Funds	Unrestricted Funds	Designated Funds	Total 2017	Total 2016
		£	£	£	£	£
	Hospital equipment	31,239	35,104	9,190	75,533	36,327
	Fish tank maintenance		1,354	-	1,354	758
	Staff and patient welfare		48		48	93
	Charity Support Costs (see 6 below)		1,927		1,927	2,196
		<u>31,239</u>	<u>38,433</u>	<u>9,190</u>	<u>78,862</u>	<u>39,374</u>
6	Charity Support Costs	Restricted Funds	Unrestricted Funds	Designated Funds	Total 2017	Total 2016
		£	£	£	£	£
	Stationery, Printing & Postage		113		113	475
	Independent Examiners Fees		1,290		1,290	1,200
	Sundry expenses		524		524	521
		<u>-</u>	<u>1,927</u>	<u>-</u>	<u>1,927</u>	<u>2,196</u>
7	Trustees					
	None of the trustees (or any persons connected with them) received any remuneration or were reimbursed any expenses during this and last financial year.					
8	Employees					
	There were no employees in the year					
9	Fixed Asset Investments			2017	2016	
				£	£	
	Market Value					
	Net Book Value 1st January 2017			950,963	837,733	
	At cost			-	50,000	
	Revaluation			66,432	63,230	
	Net Book Value 31st December 2017			<u>1,017,395</u>	<u>950,963</u>	
	M&G 61935.076 Charifund Income Units of 1,642.68p each			<u>1,017,395</u>	<u>950,963</u>	
10	Creditors: amounts falling due within one year			2017	2016	
				£	£	
	Accruals			<u>1,290</u>	<u>1,200</u>	
				<u>1,290</u>	<u>1,200</u>	
11	Restricted Funds					
	The income funds of the charity include restricted funds comprising the unexpended balances of donations and grants held on trust for specific purposes.					

	Balance at 1 January 2017	Incoming resources	Resources expended	Transfers	Balance at 31 December 2017
	£	£	£	£	£
Corneo Plastics	5,365	-	-		5,365
Margaret Duncombe Ward	100	-	-		100
All Plastics Departments	59,130	-	31,239		27,891
	<u>64,595</u>	<u>-</u>	<u>31,239</u>	<u>-</u>	<u>33,356</u>
	Balance at 1 January 2016	Incoming resources	Resources expended	Transfers	Balance at 31 December 2016
	£	£	£	£	£
Maxillofacial Department	404	-	404		-
Corneo Plastics	5,365	-	-		5,365
Margaret Duncombe Ward	100	-	-		100
All Plastics Departments	59,130	-	-		59,130
	<u>64,999</u>	<u>-</u>	<u>404</u>	<u>-</u>	<u>64,595</u>

The Corneo Plastics Fund represents funds donations received to be spent specifically for their purpose.  
The Margaret Duncombe Ward Fund represents donations received to be spent specifically for their purpose.  
The Plastics Departments Fund represents donations received to be spent specifically for their purpose.

**LEAGUE OF FRIENDS OF THE QUEEN VICTORIA HOSPITAL**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

**12 Designated Funds**

The income funds of the charity include the following designated fund which has been set aside out of unrestricted funds by the trustees for specific purposes.

	Movement in funds				
	Balance at 1 January 2017	Incoming resources	Resources expended	Transfers	Balance at 31 December 2017
Hospital Projects Fund	<u>520,700</u>	<u>-</u>	<u>(9,190)</u>	<u>9,190</u>	<u>520,700</u>
Hospital Projects Fund 2016	<u>539,600</u>	<u>-</u>	<u>(18,920)</u>	<u>20</u>	<u>520,700</u>

The closing balance consists of cash balance of £20,700 and an investment balance of £500,000

The Hospital Projects Fund has been created to fund purchases for specialized equipment for wards within the hospital. In 2017, £9,190 was spent on such specialized equipment, which included a Wax hand Bath & Equipment Models & for Physiotherapy and a Hydrogen Peroxide Decontamination Unit for the Eye Bank.