

West Midlands Ambulance Service NHS Foundation Trust General Charity

Address	Ambulance Headquarters Millennium Point Waterfront Business Park Waterfront Way Brierley Hill West Midlands DY5 1LX
Independent Examiners	Baldwins 1st Floor, Copthall House 1 New Road STOURBRIDGE West Midlands DY8 1PH
Bankers	Royal Bank of Scotland Plc Government Bnkg Serv Branch EC2M 4BA
Investment Managers	C.C.L.A. Investment Management Ltd. 80 Cheapside London EC2V 6DZ
Legal Advisors	Mills and Reeve 54 Hagley Road Edgbaston BIRMINGHAM B16 8PE

TRUSTEES ANNUAL REPORT for the year ending 31 March 2018

Introduction

The Trustees present their Annual Report and Financial Statements of the Trust for the year ended 31st March 2018. The Financial Statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity Governing document, the Charities Act 2011 and the Statement of Recommended Practice: Accounting and reporting by Charities published in 2015.

Funds Held on Trust are invested and accounted for separately from other income received by West Midlands Ambulance Service NHS Foundation Trust for the provision of healthcare. Members of the West Midlands Ambulance Service NHS Foundation Trust Board are jointly the Corporate Trustee of the funds. As Corporate Trustee, they are responsible for the administration of the funds and are required to maintain separate accounts and provide information to the Charity Commissioners. Day to day administration is managed through policies and procedures contained within Standing Financial Instructions and operated by the Director of Finance.

The Trust receives donations and legacies from patients and other members of the public. The funds which amounted to £162k at 31 March 2018 are used for purposes relating to the NHS.

Background

Upon establishment as an NHS Trust, West Midlands Ambulance Service NHS Trust became entitled to a proportion of the General Donated Funds of West Midlands Regional Health Authority. These funds were transferred to the Trusteeship of West Midlands Ambulance Service NHS Trust (WMAS) by Statutory Instrument No: 2434 coming into force on 13 October 1995. The value of funds transferred was £101,000.

The fund was registered with the Charity Commission by Deed of Trust dated 13 September 1996.

Establishment

The registered number of the Charity is 1058359.

The Charity Corporate Trustee is West Midlands Ambulance Service NHS Foundation Trust and as such the Trust's Executive and Non-Executive Directors are Trustees of the Charity. Its Directors are: -

<i>Sir Graham Meldrum</i>	<i>Chair</i>	<i>Appointed:</i>
<i>Mr Anthony Yeaman</i>	<i>Non-Executive Director</i>	<i>1 January 2013</i>
<i>Mr Anthony Arrowsmith</i>	<i>Non-Executive Director</i>	<i>1 January 2013</i>
<i>Mr Anthony Murrell</i>	<i>Non-Executive Director</i>	<i>1 January 2013</i>
<i>Ms Jacynth Ivey</i>	<i>Non-Executive Director</i>	<i>1 January 2013</i>
<i>Mrs Caroline Wigley</i>	<i>Non-Executive Director</i>	<i>1 January 2013</i>
<i>Mrs Wendy Farrington-Chadd</i>	<i>Non-Executive Director</i>	<i>1 December 2014</i>
<i>Dr Anthony Marsh</i>	<i>Chief Executive</i>	<i>26 January 2017</i>
<i>Ms Diane Scott</i>	<i>Director of Corporate Services</i>	<i>1 January 2013</i>
<i>Dr Andrew Carson</i>	<i>Medical Director</i>	<i>1 April 2014</i>
<i>Mrs Kim Nurse</i>	<i>Director of Workforce and Organisational Development</i>	<i>1 January 2013 to 27 March 2018</i>
<i>Mr Mark Docherty</i>	<i>Director of Nursing, Quality and Clinical Commissioning</i>	<i>1 January 2013</i>
<i>Mrs Linda Millinchamp</i>	<i>Director of Finance</i>	<i>17 November 2014</i>
		<i>19 October 2015</i>

The policy and procedure for the induction of Board members is linked to the Trust's Organisational Development Programme. All Directors are provided with a Director and Governor Development Plan at induction, the contents of which are reviewed by the Director and Governor Development Group.

Objectives, activities and achievements

As in previous years, the availability of funds has enabled the service to improve facilities for staff at several sites, to provide recreational amenities such as audio visual and computing equipment and provide assistance towards the cost of sporting activities which staff undertake in their own time. The funds also allow staff to apply for support to pursue study interests which promote individual development consistent with the aims and objectives of the Service as a whole. Both managers and staff wish to record the appreciation which is due to members of the public whose support enables the Service to enhance the level of facilities it is able to provide from other sources of income.

The trustees confirm that they have referred to the guidance contained in the Charity Commissions guidance on public benefit when reviewing the Trust's aims and objectives.

Investment Policy

Surplus funds that are available over that required to meet any immediate needs of the Charity are invested to earn interest.

Funds for the longer term are invested with advice of the investment managers ensuring a diversification of investment equity and non-equity to reduce risk while preserving capital value and producing return consistent with prudent investment.

We rely upon our investment advisers CCLA Investment Management Ltd for an ethical investment policy.

Reserves Policy

The Trustee does not intend to create or retain significant reserves. There are no significant ongoing commitments which require the retention of specific funds. Delay between receipts and identification of suitable purposes has resulted in some accumulation of reserves.

Risk Management

The Trustee has reviewed the risks facing the Charity and concluding that it has no operational areas so no risk exists in that respect. There is a risk that the value of investments held will fluctuate.

The Charity's investments are regularly reviewed for their performance and returns. Financial reserves are invested in order to achieve a balanced spread of risk in consultation with investment advisors.

Financial Performance and Summary

These accounts have been prepared on a receipts and payments basis in accordance with the Charity Commission publication CC16

Summary of Receipts & Payments	2017-18 £000	2016-17 £000
Total Receipts	29	10
Total Payments	(18)	(89)
Net (incoming) before transfers	11	(79)
Cash fund balances at 1 April	151	230
Cash fund balances at 31 March	<u>162</u>	<u>151</u>

Statement of Assets & Liabilities	31 March 2018 £000	31 March 2017 £000
Cash funds	162	151
Investment Assets	4	4
Liabilities	7	5

The above is a summary of the main statutory financial statements which have been subject to independent examination. Anyone wishing to receive a full set of these accounts should apply to:

Mrs L Millinchamp, Director of Finance
West Midlands Ambulance Service NHS Foundation Trust
Millennium Point
Waterfront Business Park
Waterfront Way
Brierley Hill
West Midlands
DY5 1LX

WEST MIDLANDS AMBULANCE SERVICE GENERAL CHARITY 2017-18

The accounts of the West Midlands Ambulance Service NHS Trust General Charity.

FOREWORD

These accounts have been prepared on a receipts and payments basis and in accordance with the requirements of the Charities Act 2011.

STATUTORY BACKGROUND

The West Midlands Ambulance Service NHS Trust General Charity are registered with the Charity Commission (Charity Registration Number 1058359).

MAIN PURPOSE OF THE FUNDS HELD ON TRUST

The main purpose of the Charitable Funds Held on Trust is to apply income for any charitable purpose relating to the National Health Service wholly or mainly for the services provided by West Midlands Ambulance Service NHS Trust.

Signed by: 

on behalf of the Trustees on the 22nd JANUARY 2019

Statement of trustees' responsibilities

The Trustees are responsible for:

♦ keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the funds held on trust and to enable them to ensure that the accounts comply with requirements in the Charities Act 2011;

♦ establishing and monitoring a system of internal control; and

♦ establishing arrangements for the prevention and detection of fraud and corruption.

The trustees are required under the Charities Act 2011 to prepare accounts for each financial year. In preparing those accounts, the trustees are required to:

♦ apply on a consistent basis accounting policies;

♦ make judgements and estimates which are reasonable and prudent; and

♦ state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.

The trustees confirm that they have met the responsibilities set out above and complied with the requirements for preparing the accounts. The financial statements set out on pages 3 to 12 attached have been compiled from and are in accordance with the financial records maintained by the Trustee.

By Order of the Trustee

Signed:

Trustee *Sir Graham Melbourn* Date *22nd January 2019*

Trustee *Acumartin* Date *22 January 2019*

Independent Examiner's Report to the Trustees of West Midlands Ambulance Service General Charity

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2018 which are set out on pages 1 to 12.

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').

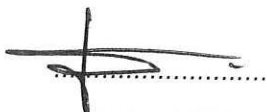
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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.



Ian Wilkins FCCA

*Baldwins (Stourbridge) Limited
First Floor, Copthall House
1 New Road
Stourbridge
DY8 1PH*

11 December 2018

Receipts and Payments for the year ended 31 March 2018

	Note	Unrestricted Funds £000	Restricted Funds £000	2017-18 Total Funds £000	2016-17 Total Funds £000
Receipts					
Donations	3	29	0	29	10
Legacies	3	0	0	0	0
Investment Income	8.3	0	0	0	0
Total Receipts		29	0	29	10
Payments					
Staff Welfare	4	16	0	16	76
Patients Welfare and amenities	4	0	0	0	10
Governance costs	4.1	2	0	2	3
Total payments		18	0	18	89
Net receipts/(payments)		11	0	11	(79)
Cash funds brought forward		151	0	151	230
Cash funds carried forward		162	0	162	151

The notes at pages 5 to 12 form part of these accounts.

Statement of Assets & Liabilities as at 31 March 2018

	Note	Unrestricted Funds £000	Restricted Funds £000	Total at 31 March 2018 £000	Total at 31 March 2017 £000
Cash funds					
Cash at bank and in hand	10	162	0	162	151
Investment Assets					
Investments	8	4	0	4	4
Liabilities					
Other creditors	11	7	0	7	5

The notes at pages 5 to 12 form part of these accounts.

Signed: 

Date: 22nd JANUARY 2019

Notes to the Accounts

1 Accounting Policies

1.1 Accounting Convention

The financial statements have been prepared on a receipts and payments basis in accordance with the Charity Commission CC16

1.2 Structure of Funds

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified as a *restricted income fund* where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose.

Those funds which are not restricted income funds, are *unrestricted income funds* which are sub analysed between *designated (earmarked) funds* where the donor has made known their non binding wishes or where the trustees, at their discretion, have created a specific fund for a specific purpose, and *wholly unrestricted funds* which are wholly at the trustees' unfettered discretion.

The major funds held in each of these categories are disclosed in note 12

1.3 Allocation of Overhead and Support Costs

Overhead and support costs have been allocated as a direct cost or apportioned on an appropriate basis between Charitable and Governance Costs. Costs which are not wholly attributable to an expenditure type have been apportioned. The analysis of overhead and support costs and the basis of allocation is shown in note 4.

- a) Costs of Charitable Activities comprise all expenditure identified as wholly or mainly incurred in the pursuit of the charitable objects of the Charity. These costs are direct costs together with an apportionment of overhead and support costs as shown in the second stage allocation disclosed in note 4.
- b) Governance Costs comprise all costs identifiable as wholly or mainly attributable to ensuring the public accountability of the Charity and its compliance with regulation and good practice. These costs include costs related to statutory audit together with an apportionment of overhead and support costs.

1.4 Fixed Asset Investments

The Common Investment Funds Units are included in the Statement of Assets and Liabilities at the closing dealing price at 31st March 2018. In line with the receipts and payments basis of preparation, the net gains and losses arising on revaluation throughout the year are not reflected in the accounts, only the sale and purchase of such assets.

1.5 Pooling Scheme

The Charity does not operate a pooling scheme.

2 Related party transactions

During the year none of the Trustees, as listed below, or members of the key management staff or parties related to them has undertaken any material transactions with the West Midlands Ambulance Service NHS Trust Midlands Charitable Trust.

Dr A M Marsh, Chief Executive	Sir G Meldrum, Chair
Ms D Scott, Director of Corporate Services	Mrs C Wigley, Non-Executive Director
Mrs K Nurse, Director of Workforce & Organisational Development	Mrs W Farrington-Chadd, Non-Executive Director
Mrs L Millinchamp, Director of Finance	Mr A Arrowsmith, Non-Executive Director
Dr A Carson, Medical Director (until 27th March 2018)	Mr A Murrell, Non-Executive Director
Mr M Docherty, Director of Nursing, Quality & Clinical Commissioning	Mrs J Ivey, Non-Executive Director
	Mr A Yeaman, Non-Executive Director

The Charitable Trust has made revenue payments to the West Midlands Ambulance Service NHS Trust where the Trustee (whose names are listed above) are also members of the Trust Board of the Corporate Trustee.

Payments made to West Midlands Ambulance Service NHS Trust:

	2017-18 £'000	2016-17 £'000
Staff Welfare costs	8	76
Support staff costs	2	2
Patient Welfare costs	0	10
	<u>10</u>	<u>88</u>

As at 31 March 2018, the Charity owed West Midlands Ambulance Service NHS Trust £4,673 (£3,866 March 2017).

3 Analysis of Receipts

	Unrestricted Funds £000	Restricted Funds £000	Total 2017-18 £000	Total 2016-17 £000
Donations from individuals	29	0	29	10
Total Donations	29	0	29	10
Legacies	0	0	0	0
Total Voluntary Income	29	0	29	10

4 Analysis of Expenditure

	Grant funded Activity £000	Support Costs £000	Total 2017-18 £000	Total 2016-17 £000
Staff Welfare	16	0	16	76
Patients Welfare and Amenities	0	0	0	10
Goverance costs	0	2	2	3
	16	2	18	89

4.1 Governance Costs

	Total 2017-18 £000	Allocate to Governance £000	Residual to Apportion £000	Basis of Allocation
Staff Welfare	1	1	0	Allocated on time
Patients Welfare and Amenities	0	0	0	Allocated on time
External Audit	1	1	0	Governance
	2	2	0	

5 Grants paid to individuals

There have been no grants made to individuals during the year 2017/18 or during the year 2016/17

6 Analysis of Staff Costs

No staff are directly employed by the Charity (2016/17 nil)

Costs of support staff, of £1,727, are included in the figure for support costs detailed in note 4. (2017: £1,639)

Support staff are provided by West Midlands Ambulance Service, the Corporate Trustee, in a financial and administrative role. The charge is based on the number of staff hours worked to provide the service.

7 Auditors Remuneration

The auditors remuneration of £1,100 + VAT (2017: £1,100 + VAT) related solely to statutory audit work. The Charity did not commission any additional work from the auditor.

8 Analysis of Fixed Asset Investments
8.1 Movements during the year

	2017-18 £000	2016-17 £000
Market value at start of year	4	4
Less: Disposals at carrying value	0	0
Add: Acquisitions at cost	0	0
Net gain on revaluation	0	0
Market value at end of year	<u>4</u>	<u>4</u>
Historic cost at year end	<u>4</u>	<u>4</u>

8.2 Market value at 31 March 2018

	Units	Cost £	Held in UK £000	2017-18 Total £000	2016-17 Total £000
Investments in Common Deposit or Common Investment Fund					
COIF Equity Fund	0	0	0	0	0
COIF Deposit Fund		0	4	4	4
		<u>0</u>	<u>4</u>	<u>4</u>	<u>4</u>

It is the policy of the Charity to invest in Common Investment Funds designed specifically for charities which ensures a balanced portfolio and minimises risk.

There are no direct investments made outside of the UK by the Charity. Both common investment fund holdings are material and are disclosed.

8.3 Total gross income from Investments

	Held in UK £000	2017-18 Total £000	2016-17 Total £000
Fixed Asset Investments	0	0	0
Cash held in High Interest Bearing Account	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>

9 Analysis of Current Assets

Debtors:

9.1 Amounts falling due within one year:

Other debtors
Total debtors falling due within one year

2017-18	2016-17
Total	Total
£000	£000
<u>0</u>	<u>0</u>
<u>0</u>	<u>0</u>

9.1 Amounts falling due after more than one year:

Total debtors falling due after more than one year

<u>0</u>	<u>0</u>
<u>0</u>	<u>0</u>

Total debtors

<u>0</u>	<u>0</u>
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10 Analysis of cash and deposits

Royal Bank of Scotland
Lloyds TSB Business Account
Natwest Business Account

2017-18	2016-17
Total	Total
£000	£000
162	151
0	0
0	0
<u>162</u>	<u>151</u>

11 Liabilities

11.1 Amounts falling due within one year:

Other creditors
Total creditors falling due within one year

2017-18	2016-17
£000	£000
<u>7</u>	<u>5</u>
<u>7</u>	<u>5</u>

Other creditors relate to staff welfare and support costs incurred by West Midlands Ambulance Service NHS Trust, for which the Charity has yet to reimburse the Trust at 31st March 2018.

11.2 Amounts falling due after more than one year:

Total creditors falling due after more than one year

<u>0</u>	<u>0</u>
<u>7</u>	<u>5</u>

Total liabilities

12 Analysis of Charitable Funds

12.1 Restricted Funds

	Balance 31 March 2016-17 £000	Incoming Resources £000	Resources Expended £000	Transfers £000	Gains and Losses £000	Balance 31 March 2017-18 £000
	0	0	0	0	0	0
Total	0	0	0	0	0	0

12.2 Unrestricted and Designated (Earmarked) Funds

	Balance 31 March 2016-17 £000	Incoming Resources £000	Resources Expended £000	Transfers £000	Gains and Losses £000	Balance 31 March 2017-18 £000
Staff & Patient Welfare Fund	15	29	(18)	0	0	26
C&W Panda lance fund	1	0	0	0	0	1
C&W First responder Fund	15	0	0	0	0	15
Staffordshire CFR Scheme	0	0	0	0	0	0
Staffordshire CPO scheme	120	0	0	0	0	120
	151	29	(18)	0	0	162

The C&W First Responder Fund relates to donations made, via the WMAS Charitable fund, to the Community First Responder funds in the Coventry and Warwickshire area, the funds will be used to assist in the running of the community schemes on request from the Community Response Manager for the Coventry and Warwickshire area

The Staffs CPO Fund relates to donations made, via the WMAS Charitable fund, to the Community First Responder funds in the Staffordshire area, the funds will be used to assist in the running of the community schemes on request from the Community Response Manager for the Staffordshire area.

15 Trustee and connected persons transactions

15.1 Trustee expenses reimbursed

No payment of expenses have been paid to Trustees in the year 2017/18 or in the year 2016/17.

15.2 Trustee remuneration

No payment of remuneration has been paid to Trustees in the year 2017/18 or in the year 2016/17

15.3 Details of transactions with Trustees or connected persons

There have been no transactions with Trustees or connected persons in the year 2017/18 or the year 2016/17.

15.4 Trustee indemnity insurance

There have been no costs of indemnity insurance included in the accounts for the year 2017/18 or the year 2016/17.

16 Connected organisations

Name, nature of connection, description of activities undertaken and details of any qualifications expressed by their auditors	2017-18		2016-17	
	Turnover of Connected Organisation £000	Net Profit/ (Loss) for the Connected Organisation £000	Turnover of Connected Organisation £000	Net Profit/ (Loss) for the Connected Organisation £000
WEST MIDLANDS AMBULANCE SERVICE NHS TRUST CORPORATE TRUSTEES	263,913	5,079	240,944	2,841