

Southend Hospital Charitable Foundation

Charity No. 1073031

Company No. 3622762

Annual Reports and Accounts

For year ending 30 September 2018

Trustees:

Michael Thwaites (Chairman)
Nigel Gayner (Treasurer)
Phillip Miller MBE (Company Secretary)
Karen Ferreira
John Harland
Chris Hatton
Gary Hodson
Dawn Jeakings (resigned 18 September 2018)
Tracy Jones
Ted Lewin
Malachy O'Sullivan MBE (resigned 31 March 2019)
Rob Tinlin (resigned 18 September 2018)
Graham Longley
Nadia Fabri (appointed 15 January 2019)
Keith Bullen (appointed 19 March 2019)

The Trustees, who are also the directors for the purposes of company law, have all served in office throughout the year and to the date of the report, except where indicated. Board members, including those most recently appointed by the Board, are required to retire by rotation at the Annual General Meeting and may be reappointed by the members. References in this report to the Trustees are references to the Board members.

Bankers:

Barclays Bank plc
Southend on Sea Branch
174 High Street
Southend on Sea
SS1 1JS

HSBC
1-3 Broadway
London Road
Southend On Sea
SS1 1TJ

Abbey National PLC
Santander Corporate Banking
12-14 Chandlers Way
South Woodham Ferrers
Chelmsford
CM3 5TA

Registered Office:

Southend University Hospital
Prittlewell Chase
Westcliff on Sea
Essex
SS0 0RY

Independent Examiner:

NSO Associates LLP
Chartered Certified Accountants
75 Springfield Road
Chelmsford
Essex
CM2 6JB

SOUTHEND HOSPITAL CHARITABLE FOUNDATION ANNUAL REPORT FOR YEAR ENDED 30 SEPTEMBER 2018

STRUCTURE, GOVERNANCE & MANAGEMENT

The Trustees, who are also appointed directors of the charity for the purposes of S.417 of Companies Act 2006, submit their annual report and the financial statements for the year ended 30 September 2018.

Legal Status

The Southend Hospital Foundation is a charity registered with the Charities Commission (charity number 1073031), and is also a company limited by guarantee (company number 3622762).

Organisation

The charity is managed by a Board of Trustees who are a group of well known local people who give up their time to raise much needed funds that will be used for the benefit of hospital patients and their families. New members are recommended to the board by existing trustees and are then appointed subject to the unanimous approval of the Board. The appointment then becomes effective from the next Trustees' meeting. The names of the individuals who acted as Trustees during the year appear on page 1.

Risk Management

The trustees have considered the major risks to which the Charity is exposed and has put measures in place to mitigate these risks. These include:

- Division of duties between those receiving donations and those reporting income.
- A public liability insurance policy is in place to cover charity fundraising events.
- Regular reporting to the Board of trustees including details of income and expenditure.
- Grants cannot be made without the approval of the Board and joint signatures by appropriate Trustees.

OBJECTIVES, ACTIVITIES AND PUBLIC BENEFIT

The objects of the charity are to provide patients, their relatives and hospital staff, with equipment, facilities and amenities that might not otherwise be provided in the normal course of running the hospital. The Foundation trustees meet these objectives by initiating and sustaining fundraising events and appeals designed to raise significant amounts of money for carefully chosen projects, which have received board approval.

Public Benefit

The trustees are aware of their duty under S.17 of the Charities Act 2011 to have due regard to the Public Benefit Guidance published by the Charity Commission. As such, the Trustees ensure that the grants and activities of the Charity are for public benefit. The projects supported benefit patients, visitors, and staff using Southend Hospital.

Grant Policy

Funds raised by the Foundation are donated to Southend University Hospital NHS Foundation Trust Charity by way of grants up to the level which the Foundation trustees have committed to raise for each appeal. Southend Hospital Charity (the corporate charity for Southend University Hospital NHS Foundation Trust) then applies the grant to the chosen project.

Any surplus funds raised are retained in the appropriate restricted fund for the purpose of providing related equipment as and when requested by the Hospital and approved by the Foundation Trustees.

Reserves Policy

All the funds raised by the charity are granted to Southend University Hospital NHS Foundation Trust for the benefit of projects agreed at the start of the fundraising cycle. Funds are maintained in a high interest deposit until the project reaches an appropriate stage for payment to be made.

No unrestricted funds are held as a reserve as the Charity does not have any significant committed running costs.

ACHIEVEMENTS & PERFORMANCE

The ForWards Appeal was launched in June 2017 to mark the 20th Anniversary of the Foundation. The appeal aims to raise £500,000 for twenty transformational projects across twenty different areas of the hospital.

As well as funding life-saving medical equipment and pioneering new technology, the Appeal will fund patient-friendly artwork, and amenities to keep patient comfort and wellbeing at the heart of the hospital.

The grants paid in the year ended 30th September 2018 totalled £92,730 (2017: £353,000), and were paid to funds, under the umbrella of Southend Hospital Charity, that support these specific areas of the Hospital.

Projects that received funding included: state of the art equipment for the new high dependency unit, a wheelchair accessible sound proof booth for audiology, an MRI guided Gynaecological HDR Brachytherapy applicator for women with Gynae-oncology cancer and a contribution towards the mobile stroke unit trial.

The trustees would like to say a special thank you to all the individual supporters, local community organisations, and companies who have generously supported the Foundation over the last twenty years. In addition to recognise the special contribution made by the volunteers and customers of the Hamlet Court Road charity shop.

Income

During the year the Foundation's income amounted to £186,996 (2017: £152,676). This includes £1,934 (2017: £1,105) tax claimed as a result of donors completing "Gift Aid" forms when they made their donations.

"Other trading activities" relates to the charity shop that the Charitable Foundation opened in June 2012. Income for the charity shop for the financial year amounted to £60,897 (2017: £56,447).

Our sincere thanks go to all those individuals, organisations, clubs and companies whose hard work and commitment helped us to reach and exceed our targets.

Expenditure

In addition to the grants made to Southend University Hospital, further expenditure of £54,056 (2017: £63,279) was incurred during 2017/18. This included £5,445 (2017: £5,094) spent on fundraising and publicity initiatives. Cost of generating funds included £30,241 (2017: £18,381) for the running costs of the Charity Shop.

DIRECTORS' INTERESTS

The company is limited by guarantee so has no shareholders. None of the directors has any beneficial interest in the company.

By order of the Trustees

Signed:



N GAYNER

Date:

21/4/19

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SOUTHEND HOSPITAL CHARITABLE FOUNDATION

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Southend Hospital Charitable Foundation ('the charitable company') for the year ended 30 September 2018 which comprise the Statement of Financial Activities, the Balance Sheet and related notes as set out on pages 6 to 13.

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.

Responsibilities and basis of report

As the trustees of the charitable company you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('the 2011 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 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

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:

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view, which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for 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).

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 financial statements to be reached.

Elaine Oddie OBE MA FCA FCCA
Chartered Certified Accountant
NSO Associates LLP
75 Springfield Road
Chelmsford, Essex CM2 6JB

Goodie

Date: 24 June 2019

Statement of Financial Activities
For the year ended 30 September 2018

			2017-18	2016-17
	Note	Restricted Funds £	Unrestricted Funds £	Total Funds £
Incoming Resources				
Donations & Legacies		121,079	4,934	126,013
Investment income		86	-	86
Other trading activities		-	60,897	60,897
Other income		-	-	-
Total Incoming Resources		121,165	65,831	186,996
Resources Expended				
Grants payable	2.1	92,730	-	92,730
Staff costs	4.1	-	16,106	16,106
Costs of generating funds		17,493	14,135	31,628
Expenditure on charitable activities		110,223	30,241	140,464
Fundraising and publicity		5,445	-	5,445
Governance	3	877	-	877
Total other expenditure	4	6,322	-	6,322
Total Resources Expended		116,545	30,241	146,786
Net incoming/(outgoing) resources	5	4,620	35,590	40,210
Net Movement in Funds		4,620	35,590	40,210
Fund balances brought forward at 1 October 2017		111,889	(34,720)	77,169
Fund balances carried forward at 30 September 2018	6	116,509	870	117,379

The notes on pages 8 - 13 form part of these financial statements

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those posted through the SOFA.

Balance Sheet as at 30 September 2018

	Note	30 September 2018 £	30 September 2017 £
Current Assets			
Debtors	9	194,187	119,772
Cash at bank and in hand		149,403	105,386
		<u>343,590</u>	<u>225,158</u>
Current Liabilities			
Creditors: Amounts falling due within one year	10	226,211	147,989
		<u>226,211</u>	<u>147,989</u>
Net Assets		<u>117,379</u>	<u>77,169</u>
 Income Funds:			
Restricted	11	38,119	111,889
Unrestricted	12	79,260	(34,720)
Total Funds		<u>117,379</u>	<u>77,169</u>

The notes on pages 8 - 13 form part of these financial statements

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

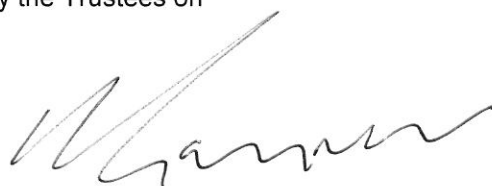
For the year ending 30 September 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476, Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

Approved by the Trustees on

Signed:



N GRAYNER

Date:

21/6/19

NOTES TO THE ACCOUNTS

1 Accounting Policies

1.1 Basis of Preparation

These accounts have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and the Charities SORP (FRS 102).

This Charity is a public benefit entity

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

The financial statements have been prepared under the historical cost convention.

1.2 Incoming Resources

The policies followed, which deal with income, voluntary assistance and donations, are:

Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- The charity becomes entitled to the resources;
- It is more likely than not the trustees will receive the resources
- The monetary value can be measured with sufficient reliability

Offsetting

There has been no offsetting of assets and liabilities, or income or expenses, unless required or permitted by FRS 102.

Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met (paras: 5.10 to 5.12 FRS 102).

Legacies

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated goods

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. The Trustees are of the view that estimating the fair value of donated goods for resale is impractical because of the volume of low-value items received and the absence of detailed stock records. Thus donated goods for resale are not recognised on receipt. Instead, the value to the charity of the donated goods sold is recognised as income when sold and the proceeds from sale are also recognised as "Income from other trading activities".

Goods donated for ongoing use by the charity are recognised as tangible fixed assets and included in the SoFA as when receivable.

Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable. Gifts made in kind but on trust for conversion into cash and subsequent application by the funds are included in the accounting period in which the gift is sold.

Donated services and facilities

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

Support Costs

The charity has incurred expenditure on support costs

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustee's annual report.

Income from interest

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably

Settlement of insurance claims

Insurance claims are only included in the SoFA when the general income recognition criteria (paras: 5.1- to 5.12 FRS 102) and are included as an item of other income in the SoFA.

Investment gains and losses

This includes any realised or unrealised losses on the sale of investments and any gain loss resulting from revaluing investments to market value at the end of the year.

1.3 Expenditure and Liabilities

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance and support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Grants without performance conditions

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

Deferred Income

No material item of deferred income has been included in the accounts.

Creditors

The charity has creditors which are measured at settlements amounts less any trade discounts.

1.4 Assets

Debtors

Debtors (including trade debtors) are measured on initial recognition at settlement amount after any trade discounts, or amount advanced by the charity. Subsequently they are measured at the cash or other consideration expected to be received.

1.5 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of any bank loans that are subsequently measured at amortised cost using the effective interest method.

1.6 Change in the Basis of Accounting

There has been no change in the basis of accounting during the period.

1.7 Reserves are defined by the Charity Commission as:

Income which becomes available to the charity and is to be expended at the trustees' discretion in furtherance of any of the charity's objects, but which is not yet spent, committed or designated. Reserves therefore relate to unrestricted funds only as far as they are not committed.

1.8 Leasing Commitments

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

2 Details of Resources Expended

2.1 Grants made to institutions

The grants paid in the year ended 30th September 2018 totalled £92,730 (2018: £353,000), paid over to Southend Hospital Charity toward its ForWards Appeal (£74,500) and Stroke Busters (£18,230)

2.2 Grants paid to individuals

No grants have been made to individuals.

3 Analysis of Governance Costs

	Restricted Funds £	Unrestricted Funds £	2017/18 Total Funds £	2016/17 Total Funds £
Independent Examiners Fee	864	-	864	840
Annual Return Fee	13	-	13	-
Operating Expenses Recharge	-	-	-	-
	877	-	877	840

4 Analysis of Total Other Expenses

	Direct Charitable Expenditure £	Fundraising and Publicity £	Governance £	2017/18 Total £	2016/17 Total £
Independent Examiners Fee	-	-	864	864	840
Other	-	5,445	13	5,458	5,094
	-	5,445	877	6,322	5,934

4.1 Staff Costs

The charity has paid £16,106 (2016/17 £14,825) to people during the year which relates to a supervisor in the charity's shop who was employed by Southend University Hospital NHS Foundation Trust and recharged to the charity.

	Restricted Funds £	Unrestricted Funds £	2017/18 Total Funds £	2016/17 Total Funds £
Gross Wages and Salaries	-	13,568	13,568	12,459
Employers NI	-	659	659	579
Pension Costs	-	1,879	1,879	1,787
	-	16,106	16,106	14,825

5 Changes in Resources Available for Charity Use

	Restricted Funds £	Unrestricted Funds £	30 September 2018 Total Funds £	30 September 2017 Total Funds £
Net movement in funds available for future activities	4,620	35,590	40,210	(263,603)

6 Analysis of Net Assets between Funds

	Restricted Funds £	Unrestricted Funds £	30 September 2018 Total Funds £	30 September 2017 Total Funds £
Current assets	246,223	97,367	343,590	225,158
Current liabilities	(129,714)	(96,497)	(226,211)	(147,989)
	116,509	870	117,379	77,169

7 Fixed Assets

The Charity did not hold any property, equipment or other assets during the period.

8 Analysis of Fixed Asset Investments

The Charity did not hold any investments during the period.

9 Analysis of Debtors

	30 September 2018 £	30 September 2017 £
Income tax recoverable under Gift Aid	1,934	-
Amount due from NHS Trust	192,253	119,772
Total debtors	194,187	119,772

10 Analysis of Creditors

	30 September 2018 £	30 September 2017 £
Amounts falling due within one year:		
Amount due to NHS Trust	223,347	147,989
Other creditors	2,864	-
Total creditors	226,211	147,989

11 Restricted Funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations & grants held on trust to be applied for specific purposes:

	30-Sep 2017	Income	Expenditure	Transfers	30-Sep 2018
	£	£	£	£	
ForWards Appeal	54,993	120,018	(98,314)	-	76,697
Keyhole Cancer Appeal	32,581	1,146	-	-	33,727
Bosom Pals On The Road	5,746	-	-	-	5,746
Strokebusters	18,229	-	(18,230)	1	-
Other	340	-	-	(1)	339
	111,889	121,164	(116,544)	-	116,509

	Debtors £	Cash £	Creditors £	Total £
ForWards Appeal	107,649	37,277	(68,229)	76,697
Keyhole Cancer Appeal	20,319	71,253	(57,845)	33,727
Bosom Pals On The Road	9,386	-	(3,640)	5,746
Other	339	-	-	339
	137,693	108,530	(129,714)	116,509

12 Unrestricted Funds

The income funds of the charity include unrestricted funds comprising the following unexpended balances of donations & grants held on trust for the general purposes of the charity.

	30-Sep 2017	Income	Expenditure	Transfers	30-Sep 2018
	£	£	£	£	£
General Purpose	-	4,934	-	-	4,934
Charity Shop	(34,720)	60,897	(30,241)	-	(4,064)
	(34,720)	65,831	(30,241)	-	870

	Debtors £	Cash £	Creditors £	Total £
General Purpose	1,934	3,000	-	4,934
Charity Shop	54,560	37,873	(96,497)	(4,064)
	56,494	40,873	(96,497)	870

13 Contingencies

There were no contingencies at 30 September 2018 or 2017 as the Foundation is only liable for the target figure to be raised on each project. Any further contributions require prior approval by the Trustees.

14 Commitments

Annual Commitments under operating lease:

	2018	2017
	£	£
Leases expiring within one to five years	8,000	8,000

The lease relates to the provision of premises for the operation of the charity shop.

15 Trustee and Connected Persons Transactions

15.1 Trustee Remuneration and Expenses

None of the Trustees have received any remuneration, expenses or other financial benefit from the Charity.

15.2 Trustee Indemnity Insurance

No indemnity insurance has been purchased.

15.3 Trustee related party transactions

A Trustee of the Trust business sold goods to the Trust for £400 that was conducted on an arm's length basis.

16 Connected Organisations

Southend University Hospital NHS Foundation Trust provides administrative support which includes fundraising activities and the recording and banking of donations received. The NHS Foundation Trust's Fundraising Department regularly receives income and purchases items on behalf of the Charitable Foundation, and the net value is paid to the Charitable Foundation monthly. At 30 September 2018 the net amount due to the NHS Foundation Trust was £31,094 (2017: £28,217).

17 Controlling Party

There is no ultimate controlling party.