

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE

ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2018

Charity No 264136

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2018

The Trust was established under a trust deed in April 1972 in order to provide relief to patients at the centre and to support the work of the centre.

The Trust is a registered charity.

President: The Lord Mayor of Bristol

Officers

Chair	Mrs O Grogono
General Secretary	Mrs E Pritchard
Treasurer	Mrs CM Owen
Trustees	Mrs J Breach
	Mrs A Carlton
	GJ Clements Esq.
	D Farris Esq.
	Mrs O Grogono
	Dr A McKenzie
	S Moorlen Esq.
	Dr J Musgrave
	Mrs CM Owen
	Mrs A Thomas

The following were also trustees during the whole or part of the year
 Mrs J Bramhall - resigned September 2018

Advisors

Bankers National Westminster Bank plc
 Bristol City Office

Auditors

Elliott Bunker Limited
 1st Floor 61 Macrae Road
 Ham Green
 Bristol
 BS20 0DD

Stock brokers

Alpha Portfolio Management
 1 The Square
 Temple Quay
 Bristol

Registered Office

Bristol Haematology and Oncology Centre
 Horfield Road
 Bristol

Telephone

0117 342 3432

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2018

Trustees' report

The trustees present their report and the audited financial statements for the year ended 31 December 2018.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015

Constitution and objects

The Trust was constituted under the model deed for Friends of Hospitals. A revised constitution was adopted in September 2006. The principal object of the Trust as set out in the constitution is to offer relief to patients and former patients and to support the work of the Centre.

During the year, the charity's main objectives continued to be those of fundraising and management of the investment portfolio, enabling financial support to be given to the Bristol Haematology and Oncology Centre in respect of specific projects.

The trustees confirm that they have referred to the guidance contained in the Charity Commissioners' general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future funding of the Centre.

Structure and organization

The Trust is unincorporated and is a registered charity. The trustees in office during the year and at the date of this report are as set out on page 1.

A main committee as set out in the constitution manages the Trust. Meetings are held quarterly and are attended by representatives from the hospital. Trustees are invited to join the committee by existing trustees or by recommendations from hospital staff. In addition to the main committee there are two subsidiary committees. The subsidiary committees operate in accordance with the constitution and report to the main committee.

The investment committee has responsibility for investing the Trust's reserves and is chaired by JRG Miles Esq. The following trustees also serve on the committee: GJ Clements Esq., Mrs J Breach and Mrs CM Owen. The house committee is concerned with patient amenities and is chaired by Mrs O Grogono. The following trustee also serves on the committee Mrs A Thomas.

Review of activities and future developments

During the year the Trust has continued to raise money to benefit the patients of The Bristol Haematology and Oncology Centre. The fundraising is largely carried out by volunteers and the trustees are very grateful to the many volunteers who carried out fund raising activities on behalf of the Trust during the year.

The Trust has and will continue to support the work of the hospital by financing various capital and research projects undertaken by the hospital and Bristol University.

Financial activities and affairs

There have been no changes in the policies of the Trust during the year.

Thanks to the help and advice of our stockbroker and the investment committee, the investment portfolio has continued to perform well in improved market conditions. Sales of investments in the year have made a profit compared to cost of £219,780 (2017: £160,998).

During the year incoming resources from fundraising, donations and legacies and investment income totalled £362,533 (2017: £233,423), and expenditure on specific projects amounted to £293,886 (2017: £71,555). After deducting the charity's operating expenses and the net unrealised deficit on investment revaluations the deficit for the year was £284,878 (2017: surplus of £578,449).

At the year end the Trust's balance sheet showed total funds of £4,275,639 (2017: £4,560,517) of which £ 4,089,553 (2017: £4,411,496) were unrestricted funds.

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2018

Reserves

The unrestricted fund represents the accumulated surpluses from previous years. The policy of the Trust is to build these reserves by judicious management of investment assets to maximise the income available for future years. The expenditure on charitable objectives each year depends on the requests from the hospital management. All expenditure is approved by the hospital management before being presented to the Trustees at the quarterly meetings. The level of reserves is reviewed at the meetings and decisions regarding expenditure is made by the Trustees having given consideration to available reserves and funds already committed. The Trustees keep sufficient reserves to support any long term commitments to the hospital.

At the year end the cash reserves held less commitments made was £428,910 (2017: £241,650).

The restricted funds represent funds held for specific purposes as set out in note 11 to the financial statements

During the year the Trust received a legacy of £150,000. This legacy was to be used for research into the treatment of sarcoma. It is unlikely that the Centre will carry out work of this nature in the near future and the trustees will therefore find an appropriate charity to comply with the wishes of the testatrix.

Trustees' responsibility for the accounts

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 financial activities of the charity during the year and of its state of affairs at the end of the year. In preparing those financial statements the trustees are required to:

1. Select suitable accounting policies and apply them consistently;
2. Make judgments and estimates that are reasonable and prudent;
3. Observe the methods and principles in the Charities SORP
4. State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and;
5. 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 proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with section 130 of the Charities Act 2011 and general law. 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.

Risk management

The trustees have assessed the major risks to which the Trust is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to mitigate exposure to such risks.

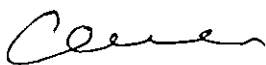
Investment policy

The trustees have the power to invest in such assets as they see fit.

The investment committee meets at least three times a year to review the investment portfolio and the cash requirements of the Trust. For the last few years the Trust's income has exceeded its requirements and as a result the investment strategy is to invest in low and medium risk investments to balance capital appreciation with a reasonable income flow to enable the trust to meet its objectives.

Approved by the trustees on 11 July 2019

and signed on their behalf by:



Mrs Caroline Owen
Trustee

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE

Opinion

We have audited the financial statements of The Friends of Bristol Haematology and Oncology Centre (the "Charity") for the year ended 31 December 2018 which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 December 2018 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- 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 financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements 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 trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other 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

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on page 3, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine 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 trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

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 a 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.

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

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's trustees 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's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Elliott Bunker Ltd

Elliott Bunker Ltd (Chartered Accountants and Statutory Auditor)
1st Floor, 61 Macrae Road
Eden Business Park
Ham Green
Bristol BS20 0DD

Date *15th July 2019*

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 DECEMBER 2018

	Note	Unrestricted fund £	2018 Restricted funds £	Total £	Unrestricted fund £	2017 Restricted funds £	Total £
Income and endowments from							
Donations and legacies	3	32,710	220,228	252,938	75,209	51,950	127,159
Other trading activities	4	2,705	0	2,705	7,491	0	7,491
Investment income	5	106,874	16	106,890	98,764	9	98,773
Total		142,289	220,244	362,533	181,464	51,959	233,423
Expenditure on							
Raising funds	6	2,210	0	2,210	3,228	0	3,228
Charitable activities	7	81,521	260,582	342,103	100,829	18,718	119,547
Total		83,731	260,582	344,313	104,057	18,718	122,775
Net income		58,558	(40,338)	18,220	77,407	33,241	110,648
Transfers							
Gross transfers between funds		(77,403)	77,403	0	0	0	0
Net income before other recognised gains and losses		(18,845)	37,065	18,220	77,407	33,241	110,648
OTHER RECOGNISED GAINS							
(Losses)/gains on investments							
Realised gains on disposals		219,780	0	219,780	160,998	0	160,998
Unrealised gains/(losses) on revaluations		(522,878)	0	(522,878)	306,803	0	306,803
Net movement in funds		(321,943)	37,065	(284,878)	545,208	33,241	578,449
Total funds brought forward		4,411,496	149,021	4,560,517	3,866,288	115,780	3,982,068
Total funds carried forward		4,089,553	186,086	4,275,639	4,411,496	149,021	4,560,517

All activities relate to continuing operations.

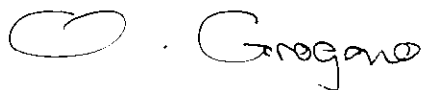
All gains and losses recognised in the year are included in the Statement of Financial Activities.

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
BALANCE SHEET
YEAR ENDED 31 DECEMBER 2018

	Note	2018	2017
		£	£
FIXED ASSETS			
Investments	9	3,425,575	3,752,533
CURRENT ASSETS			
Debtors		2,249	1,540
Cash at bank and in hand		887,068	829,141
		<u>889,317</u>	<u>830,681</u>
CREDITORS: amounts falling due within one year			
	10	<u>39,253</u>	<u>22,697</u>
Net current assets		850,064	807,984
Total assets less current liabilities		<u><u>4,275,639</u></u>	<u><u>4,560,517</u></u>
Funds			
	11		
Unrestricted fund		4,089,553	4,411,496
Restricted fund		186,086	149,021
		<u><u>4,275,639</u></u>	<u><u>4,560,517</u></u>

Approved and authorised for issue by the Trustees on 11 July 2019 and signed on their behalf by

Mrs O Grogono - Chair

 O. Grogono

The notes on pages 9 to 13 form an integral part of these accounts.

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
 STATEMENT OF CASH FLOW
 YEAR ENDED 31 DECEMBER 2018

	Note	Total Funds 2018 £	Total Funds 2017 £
Net cash generated by operating activities	14	(72,823)	205,588
Cash from investing activities			
Interest and dividends		106,890	98,773
Transfer from stockbroker		<u>23,860</u>	<u>22,061</u>
Cash provided by Investing activities		130,750	120,834
Change in cash and cash equivalents in the year		<u>57,927</u>	<u>326,422</u>
Cash and cash equivalents brought forward		829,141	502,719
Cash and cash equivalents carried forward		<u><u>887,068</u></u>	<u><u>829,141</u></u>

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED
1 DECEMBER 2018

Accounting policies

Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets, and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland' effective from 1 January 2015 (FRS102), applicable accounting standards and the Charities Act 2011.

The Trust constitutes a public benefit entity as defined by FRS102.

The Trustees consider that there are no material uncertainties about their ability to continue as a going concern.

Incoming resources

Donations are accounted for when received by the Trust and legacies are recognised when it is probable that they will be received. Other income is accounted for on an accruals basis as far as it is prudent to do so. Income includes income tax recoverable.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to the activity and indirect costs required to support the work of the charity.

Gifts in kind

The Trust receives the benefit of work carried out by volunteers and is allocated a room at the Centre free of charge. No value is placed on these items.

Taxation

As a registered charity, the trust is exempt from tax as it has no taxable activities. Irrecoverable VAT borne by the Trust is included in the cost of the item to which it relates.

Investments

Investment income is taken into account on the basis of the due date of payment. Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. All gains and losses, whether realised or unrealised are credited or charged to the Unrestricted Fund.

Fund accounting

Unrestricted income funds are general funds that are available for use at the Trustee's discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for a specific purpose, the use of which is restricted to that area.

Details of the nature and purpose of each fund is set out in note 11.

Governance costs

Governance costs include costs of the preparation and examination of the Report and Financial Statement, costs relating to Trustees' meetings and any legal costs relating to governance and constitutional matters.

Transactions with Trustees and other connected persons

No transactions took place between the Trust and the Trustees or any persons connected with them.

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2018

3. Donations and legacies

	Unrestricted fund	2018 Restricted fund	Total	Unrestricted fund	2017 Restricted fund	Total
	£	£	£	£	£	£
Donations	30,244	70,228	100,472	22,323	51,950	74,273
Legacies	2,466	150,000	152,466	52,886	0	52,886
	<u>32,710</u>	<u>220,228</u>	<u>252,938</u>	<u>75,209</u>	<u>51,950</u>	<u>127,159</u>

4. Other activities to generate funds

	Unrestricted fund	2018 Restricted fund	Total	Unrestricted fund	2017 Restricted fund	Total
	£	£	£	£	£	£
Sale of merchandise	2,705	0	2,705	4,042	0	4,042
Events run by the trust	0	0	0	3,449	0	3,449
	<u>2,705</u>	<u>0</u>	<u>2,705</u>	<u>7,491</u>	<u>0</u>	<u>7,491</u>

5. Investment income

	Unrestricted fund	Restricted fund	2,018.00 Total	Unrestricted fund	2017 Restricted fund	Total
	£	£	£	£	£	£
Dividends from UK listed investments	100,632	0	100,632	89,999	0	89,999
Tax refunds	4,553	0	4,553	8,409	0	8,409
Interest receivable	1,689	16	1,705	356	9	365
	<u>106,874</u>	<u>16</u>	<u>106,890</u>	<u>98,764</u>	<u>9</u>	<u>98,773</u>

6. Raising Funds

	Unrestricted fund	2018 Restricted fund	Total	Unrestricted fund	2017 Restricted fund	Total
	£	£	£	£	£	£
Purchase of items for sale	2,210	0	2,210	2,136	0	2,136
Cost of events run by the Trust	0	0	0	1,092	0	1,092
	<u>2,210</u>	<u>0</u>	<u>2,210</u>	<u>3,228</u>	<u>0</u>	<u>3,228</u>

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2018

7. Details of Charitable Activities

	Unrestricted fund £	2018 Restricted fund £	Total £	Unrestricted fund £	2017 Restricted fund £	Total £
Grants and Donations						
Equipment purchased	0	260,582	260,582	0	18,718	18,718
Research salaries	12,452	0	12,452	12,069	0	12,069
Patient therapy	0	0	0	21,368	0	21,368
Patient amenities	8,266	0	8,266	10,336	0	10,336
Courses training and library	12,586	0	12,586	9,064	0	9,064
Support costs						
Insurance	980	0	980	968	0	968
Emoluments of employee	17,505	0	17,505	19,081	0	19,081
Stockbroker's fees	23,860	0	23,860	22,216	0	22,216
Office cost	2,322	0	2,322	2,637	0	2,637
Governance costs						
Auditor's remuneration	3,550	0	3,550	3,090	0	3,090
	<u>81,521</u>	<u>260,582</u>	<u>342,103</u>	<u>100,829</u>	<u>18,718</u>	<u>119,547</u>

8. Staff costs

Staff costs were as follows:

	2018 £	2017 £
Charge for salaries from University Hospitals Bristol NHS Foundation Trust	<u>17,505</u>	<u>19,081</u>

There was one employee throughout the year. This employee did not receive emoluments of more than £60,000.

No trustees have received any remuneration or reimbursed expenses during the year, nor did any trustee have a disclosable interest in any of the charity's transactions.

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2018

11. Funds

	At 31 December 2017	Incoming resources	Resources expended	Transfers between funds	At 31 December 2018
	£	£	£	£	£
Restricted Funds					
Equipment fund - to purchase and maintain medical equipment	120,395	62,784	260,582	77,403	0
Research Fund- to fund research projects	21,832	150,015	0	0	171,847
Marsden bequest- to fund research salaries	1,460	1	0	0	1,461
Earmarked fund- gifts for other purposes	5,334	7,444	0	0	12,778
	<u>149,021</u>	<u>220,244</u>	<u>260,582</u>	<u>77,403</u>	<u>186,086</u>
Unrestricted funds					
General fund	4,411,496	142,289	386,829	(77,403)	4,089,553
	<u>4,560,517</u>	<u>362,533</u>	<u>647,411</u>	<u>0</u>	<u>4,275,639</u>

The Trustees maintain separate bank deposits for each of the above funds, to ensure that sufficient resources are available to be applied.

12. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2018
	£	£	£
Investments	3,425,575	0	3,425,575
Current assets	703,231	186,086	889,317
Creditors due within one year	(39,253)	0	(39,253)
	<u>4,089,553</u>	<u>186,086</u>	<u>4,275,639</u>

13. Commitments

At 31 December 2018 the trust had entered into the following commitments.

	£
Courses for hospital staff	16,000
Information support salaries	14,000
Chemotherapy chairs	15,000
Renal cancer research project	9,803
Gamma knife checking system	9,549
Radiation dose checking software	6,998
Bladder scanners	120,000
Blood gas analyser	30,150
Hoist	5,200
ECG equipment	8,000
Staff room furniture and equipment	7,812

14. Reconciliation of net movement in funds to cash flow from operating activities

	2018	2017
	£	£
Net movement in funds	(284,878)	578,449
Less investment income	(106,890)	(98,773)
Less gains on investments	303,098	(467,801)
Decrease/(increase) in debtors	(709)	182,145
(Decrease)/increase in creditors	16,556	11,568
Net cash generated by operating activities	<u>(72,823)</u>	<u>205,588</u>