

**Registered Charity Number: 259596**

**League of Friends of Sheffield Teaching Hospitals  
NHS Foundation Trust**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**For the year ended 31 March 2019**

# **League of Friends of Sheffield Teaching Hospitals NHS Foundation Trust**

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## **League of Friends of Sheffield Teaching Hospitals NHS Foundation Trust**

### **Legal and administrative information for the year ended 31 March 2019**

#### **Other names**

Working name	League of Friends Northern General Hospital Sheffield
Previous name	League of Friends Northern General Hospital NHS Trust, Sheffield
Previous name	Friends of the Northern General Hospital, Sheffield

#### **Trustees**

Mrs D Stow	Chair	
Mr P Farnsworth	Treasurer	resigned 31 March 2019
Mr T Dodd	Treasurer	appointed 1 April 2019
Mrs L Terry		
Mr M Presley		
Ms J Latimer		
Ms B Etherton		
Ms J Thomas		resigned 4 June 2019

#### **Secretary**

Sarah Lees

#### **Charity number**

259596

#### **Principal address**

Northern General Hospital  
Herries Road  
Sheffield  
S5 7AU

#### **Bank**

The Royal Bank of Scotland  
Sheffield Church Street Branch  
5 Church Street  
Sheffield  
S1 1HF

#### **Independent Examiner**

Sarah Lightfoot, ACA DChA  
On behalf of:  
VAS Community Accountancy  
The Circle  
33 Rockingham Lane  
Sheffield  
S1 4FW

## **League of Friends of Sheffield Teaching Hospitals NHS Foundation Trust**

### **Trustees' annual report**

#### **For the year ended 31 March 2019**

The trustees submit their annual report and the financial statements for the year ended 31 March 2019.

#### **Structure Governance & management**

The Charity is operated under the rules of its trust deed dated 16 September 1969 and most recently amended 4 May 1993.

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the trust deed.

The day to day activities of League of Friends of Sheffield Teaching Hospitals NHS Foundation Trust ("League of Friends") are carried out by volunteers who are managed by the League of Friends Co-ordinator.

Throughout the year, the Trustees have met as at least every 6 weeks to review funding bids, steer League of Friends developments and oversee the management of the League of Friends business including support to volunteers, finance and procurement.

#### **Objects of the charity**

The Objectives of the League of Friends are to relieve patients and former patients of the Sheffield Teaching Hospital NHS Foundation Trust, who are sick, convalescent, disabled, infirm or in need of financial assistance and generally to support the charitable work of the said Hospitals.

#### **Summary of the main activities undertaken for the public benefit**

When planning their activities, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

#### **Grants Policy**

Grants to Sheffield Teaching Hospitals Foundation Trust are considered and approved by the Trustees who ensure that they are within the objects of the League of Friends and are for projects for which funding would not otherwise be available.

The charity also provides funding to Sheffield Teaching Hospitals for the League of Friends Co-ordinator.

#### **Summary of the main achievements during the year**

This year the Trustees have continued to focus on the "behind the scenes" aspects of the charity. In the coming year we will continue to offer our various services for the benefit of patients and visitors at Sheffield Teaching Hospitals NHS Foundation Trust, while looking to build stronger connections within the Trust and also the local community.

## **League of Friends of Sheffield Teaching Hospitals NHS Foundation Trust**

### **Trustees' annual report - continued For the year ended 31 March 2019**

#### **Reserves policy**

Unrestricted funds (excluding tangible fixed assets) at 31 March 2019 amounted to £173,855 (2018: £209,678).

The previous reserves policy was set at £150,000, and reserves have been built up over recent years with a low level of funding requests. The trustees considered the reserves in September 2019 and determined that the charity needs to redefine the way it operates to ensure its continued viability. The current level of reserves will provide the opportunity to carry out this project and safeguard the League of Friends Co-ordinator post until it is completed. The Trustees have agreed a two year salary protection and plan to spend up to £30,000 per annum on grants until the reserves reach an acceptable level of around £50,000 to £60,000.

#### **Future plans**

The League of Friends Co-ordinator will be working on improvements in recruitment to ensure that a regular volunteer pool is available. As well as working with Sheffield Teaching Hospital NHS Foundation Trust to improve the relationship, including working with the Young Persons project to allow placements within the League of Friends. We are continuing to recruit new volunteers and members to the League of Friends and promote the charity at community events.

There will be a review on all retail outlets to ensure they are generating maximum income along with a review into diversifying the charities income to try and expand and grow the charities presents/grant giving abilities.

There will be regular meetings to discuss how to ensure the charity can grow while remaining financially stable along with reporting on each area to ensure it is operating as efficiently as possible.

Members are encouraged to speak to either Trustees or the League of Friends Co-ordinator to voice their concerns or ideas to ensure everyone who is part of league of friends has a voice and is heard.

There will be a meeting part way through the year to update volunteers on our progress and come up with new fundraising ideas. Everyone is encouraged to attend.

Going forward the Treasurer with the Co-ordinator are planning to conduct a risk assessment of the charity to present to the Trustees. This along with the new records of the finances will help create a revised budget and reassess how high the reserves are.

The trustees declare that they have approved the trustees' report above on 26/11/20 and signed on behalf of the trustees:



Doris Stow  
Chair



## **League of Friends of Sheffield Teaching Hospitals NHS Foundation Trust**

### **Trustees' annual report - continued For the year ended 31 March 2019**

#### **Summary of the main achievements during the year**

##### **Raising support**

The League of Friends fundraising through three different retail outlets. The first of these is based at Royal Hallamshire Hospital. This is run by a small group of dedicated volunteers. They sell donated goods, with a mix of toiletries. For their stock they rely on donations from visitors and staff at the hospital. This is a range of brick-a-brac and books. Over the year they have continued to maintain the opening hours. The shop is open every Tuesday, Thursday and Friday from 9.30 am until 4.00 pm.

The second shop is a "Tea Bar" based at Northern General Hospital this is the main base of volunteers. This stocks a wide variety of confectionary and snacks alongside hot drinks, cold drinks. They also sell premade sandwiches and baked goods, for example a chocolate orange fancy which are delivered fresh every morning. This is currently open Monday-Friday 9am – 3pm, with extended opening hours to 6pm on Thursday, and 9am-2pm Saturday and Sunday.

The League of Friends will continue to look at its opening hours in the Brearley Unit shop to maintain the level of service that has been achieved this year. The consistent opening hours have improved through the year with fewer closures. However the League of Friends would like to extend the volunteering hours to 6pm each weekday.

The third outlet is a trolley service, this goes out once a week and uses the stock from the Brearley Tea Bar to take sweets, snacks and cold drinks out onto the wards to sell to patients. This is only run by two volunteers with approval from the hospital.

The League of Friends co-ordinator will be working on improvements in recruitment to ensure that a regular volunteer pool is available. As well as working with Sheffield Teaching Hospital NHS Foundation Trust to improve the relationship, including working with the Young Persons project to allow placements within the League of Friends.

There are 20 members/volunteers currently on the register and the Trustees thanks all members and volunteers for their continued support.

##### **Grant making**

Working with Sheffield Hospitals Charity, the League of Friends gave a grant of £25,000 towards the purchase of two birthing pools for the Jessop Wing maternity unit of the Sheffield Teaching Hospital. The Trustees reviewed the grant making process during the year, to ensure the correct range of grants were considered.

##### **Other**

The League of Friends keeps in touch with the local voluntary action group and receives their regular newsletter.

The League of Friends actively supports the National Association of League of Friends (ATTEND). Our Chair, Doris Stow is also an ATTEND general committee member.

The Trustees would like to thank every member and volunteer for their hard work and dedication throughout the year, without them none of their services would be possible.

**Independent Examiner's report to the trustees of League of Friends of Sheffield Teaching Hospital NHS Foundation Trust ("the Charity")**

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2019.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of 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 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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.

Signed:   
Sarah Lightfoot, ACA DChA  
On behalf of:  
VAS Community Accountancy  
The Circle  
33, Rockingham Lane  
Sheffield  
S1 4FW

Date: 29 January 2020

# League of Friends of Sheffield Teaching Hospitals NHS Foundation Trust

## Statement of Financial Activities For the year ended 31 March 2019

	Notes	Unrestricted Total 2019 £	Unrestricted Total 2018 £
<b>Income from:</b>			
Donations and collections	2	655	3,034
Trading activities: Shop and canteen	3	69,250	72,564
Investments	4	233	82
Other		-	-
		<b>70,138</b>	<b>75,680</b>
<b>Expenditure on:</b>	5		
Raising funds: Shop and canteen		56,714	53,158
Charitable Activities		49,506	26,819
		<b>106,220</b>	<b>79,977</b>
<b>Net expenditure before net gains/(losses) on investments</b>		<b>(36,082)</b>	<b>(4,297)</b>
<b>Net gains/(losses) on investments</b>		<b>(157)</b>	<b>(28)</b>
<b>Net expenditure</b>		<b>(36,239)</b>	<b>(4,325)</b>
<b>Total funds brought forward as reported</b>		<b>211,341</b>	<b>215,666</b>
<b>Total funds carried forward</b>		<b>175,102</b>	<b>211,341</b>



# League of Friends of Sheffield Teaching Hospitals NHS Foundation Trust

## Balance sheet As at 31 March 2019

	Notes	Total 2019 £	Total 2018 £
<b>Fixed Assets</b>			
Tangible Assets	9	1,247	1,663
Investments	10	480	637
		<u>1,727</u>	<u>2,300</u>
<b>Current assets</b>			
Cash at bank and in hand		182,673	220,130
Total current assets		<u>182,673</u>	<u>220,130</u>
Creditors: amounts falling due within one year	11	(9,298)	(11,089)
<b>Net current assets</b>		<u>173,375</u>	<u>209,041</u>
<b>Total assets less current liabilities</b>		<b>175,102</b>	<b>211,341</b>
Creditors: amounts falling due after more than one year		-	-
<b>Total net assets</b>		<u><b>175,102</b></u>	<u><b>211,341</b></u>
<b>Funds of the Charity</b>			
Unrestricted funds		<u><b>175,102</b></u>	<u><b>211,341</b></u>

The Trustees declare that they have approved the accounts above on 26/1/20

Signed on behalf of the Charity's trustees:

Signed:



Doris Elaine Stow  
Chair

# League of Friends of Sheffield Teaching Hospitals NHS Foundation Trust

## Notes to the Accounts for the year ended 31 March 2019

### 1 Accounting Policies

#### (a) General

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The financial statements have also adopted Charities SORP (FRS 102) Bulletin 1 and taken advantage of the exemption of to prepare a cashflow statement.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value.

#### (b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Shop and canteen sales represent gross sales of goods.

Investment income is included when receivable.

#### (c) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred:

- Costs of raising funds comprise the costs associated with generating trading income from the shop and canteen sales.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Grants payable are accounted for on an accruals basis where the conditions for their payment have been met or where a third party has a reasonable expectation that they will receive the grant.

#### (d) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### (e) Tangible fixed assets

All items of capital expenditure below £500 are written off as incurred.

Depreciation has been calculated to write down the cost of all tangible fixed assets over their expected useful lives on the following basis:

Furniture	5 years straight line
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#### (f) Fixed asset investments

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. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

## League of Friends of Sheffield Teaching Hospitals NHS Foundation Trust

### Notes to the Accounts (continued) for the year ended 31 March 2019

#### 1 Accounting Policies - continued

##### (g) Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of receivables.

##### (h) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

##### (i) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

##### (j) Funds

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

##### (k) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The expected income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### 2 Income from donations

	2019 £	2018 £
Donations	655	3,034
	<u>655</u>	<u>3,034</u>

#### 3 Trading Income

	2019 £	2018 £
Shop and canteen sales	<u>69,250</u>	<u>72,564</u>

# League of Friends of Sheffield Teaching Hospitals NHS Foundation Trust

## Notes to the Accounts (continued) for the year ended 31 March 2019

### 4 Investment income

	2019 £	2018 £
Bank interest	233	54
Share dividends and scrip income	-	28
	<u>233</u>	<u>82</u>

### 5 Expenditure

	Note	Raising funds	Charitable activities £	Total 2019 £	Total 2018 £
<b>Costs Allocated Directly to Activities</b>					
<b>Raising funds</b>					
Shop and Canteen		55,420	-	55,420	51,397
Insurance		625	-	625	595
VAT paid on Flat rate scheme		-	-	-	-
Volunteer gifts		-	-	-	40
Volunteer expenses		-	-	-	129
Telephone		253	-	253	-
Stationery		-	-	-	581
Depreciation	9	416	-	416	416
Shop refurbishment costs		-	-	-	-
<b>Charitable Activities</b>					
Grants to Sheffield Teaching Hospitals	6	-	25,000	25,000	-
League of Friends Co-ordinator	7	-	24,419	24,419	26,194
<b>Support Costs Allocated to Activities</b>					
Bank Charges		-	87	87	85
Independent examiner's fees		-	-	-	540
		<u>56,714</u>	<u>49,506</u>	<u>106,220</u>	<u>79,977</u>

No other fees were paid to the independent examiner's organisation.

### 6 Grants to Sheffield Teaching Hospitals

	2019 £	2018 £
Birthing pools for Jessop Wing Maternity Hospital - Sheffield Hospitals Charity	25,000	-
	<u>25,000</u>	<u>-</u>



# League of Friends of Sheffield Teaching Hospitals NHS Foundation Trust

## Notes to the Accounts (continued) for the year ended 31 March 2019

### 7 Staff costs

	2019 £	2018 £
Re-charged salary costs	24,419	26,194
	<u>24,419</u>	<u>26,194</u>

Administration was provided by the League of Friends co-ordinator, this salary cost was recharged from the Sheffield Teaching Hospital's payroll.

### 8 Trustees remuneration, benefits and expenses

Trustees received no remuneration, benefits or expenses in this period.

### 9 Tangible fixed assets

	Furniture £	Total £
<b>Cost</b>		
As at 1 April 2018	2,079	2,079
Additions	-	-
<b>As at 31 March 2019</b>	<u>2,079</u>	<u>2,079</u>
<b>Depreciation</b>		
As at 1 April 2018	416	416
Charge this period	416	416
<b>As at 31 March 2019</b>	<u>832</u>	<u>832</u>
<b>Net Book Value</b>		
<b>As at 31 March 2019</b>	<u>1,247</u>	<u>1,247</u>
As at 1 April 2018	<u>1,663</u>	<u>1,663</u>

### 10 Fixed Assets - Investments

	2019 £	2018 £
<b>Movement in fixed asset listed investments</b>		
Market value b/fwd	637	665
Add/(less): net gain/(loss) on revaluation	(157)	(28)
<b>Market value as at 31 March 2019</b>	<u>480</u>	<u>637</u>

The above investment represents shares in Banco Santander acquired as a result of the de-mutualisation of the Abbey National Building Society.



## League of Friends of Sheffield Teaching Hospitals NHS Foundation Trust

### Notes to the Accounts (continued) for the year ended 31 March 2019

#### 11 Creditors: amounts falling due within one year

	2019 £	2018 £
Trade Creditors	8,758	10,549
Accruals	540	540
	<b>9,298</b>	<b>11,089</b>

#### 12 Lottery on behalf of MacMillan Cancer Support (South Yorkshire)

The Charity holds a licence under the Betting, Gaming and Lotteries Act to run a monthly lottery on behalf of MacMillan Cancer Support (South Yorkshire). Contributions to the lottery are received from staff of the Northern General Hospital, 60% is paid as a donation to MacMillan Cancer Support and 10% is paid as a donation to the Northern General Hospital League of Friends with the remaining 30% paid out as monthly prizes. The lottery ceased to be active from June 2018. £1,064 was received and distributed in this manner during the year.

All funds are processed through a designated bank account. Accumulated prize cheques have built up over the years giving a balance on the account of £3,877 as at 31 March 2019.

#### 13 Related party transactions

There were no related party transactions during the year.