

**THE COUNTESS CHARITY
1050015**

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS**

for the year ended 31st March 2023

The Countess Charity

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The Countess Charity
TRUSTEE'S ANNUAL REPORT
FOREWORD

Welcome to our Annual Report for 2022-23. The Corporate Trustee presents the Charitable Funds Annual Report together with the Financial Statements for the year ended 31 March 2023.

The Charity's Annual Report and Accounts for the year ended 31 March 2023 have been prepared by the Corporate Trustee in accordance with the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2005. The Charity's report and accounts include all the individual funds registered as Designated Funds and Restricted Funds which are used to further the objectives of the Countess of Chester Hospital NHS Foundation Trust. They do not by themselves constitute charities for accounts purposes and do not need to be separately registered.

ADMINISTRATIVE INFORMATION

The Countess Charity, registered Charity Number 1050015 was created under Trust Deed executed on 19 April 1995 in accordance with the Charities Act 1993.

On the 25th July 2017, a supplemental Deed of declaration was made to amend the Charity's name in line with a programme of rebranding. The charity's name was amended from 'The Countess of Chester Hospital NHS Charitable Funds' to 'The Countess Charity'.

The Countess of Chester Hospital NHS Foundation Trust is the Corporate Trustee of the Charitable Funds. The role of Corporate Trustee is therefore carried out by the Board of Directors of the Foundation Trust, the Board being appointed in accordance with the Constitution of the Foundation Trust.

The members of the NHS Foundation Trust Board who served during the financial year were:

Executive Directors

| | | |
|--------------------|------------------------------------|--|
| Dr Susan Gilby | Chief Executive Officer | From 1st September 2018 to 5th June 2023 |
| Jane Tomkinson OBE | Acting Chief Executive Officer | From 19th December 2022 |
| Simon Holden | Director of Finance | From 1st April 2017 |
| Dr Darren Kilroy | Executive Medical Director | From 1st June 2019 to 21st May 2022 |
| Dr Nigel Scawn | Executive Medical Director | From 1st September 2022 |
| Ms Cara Williams | Chief Digital Information Officer | From 1st May 2020 to 13th August 2023 |
| Cathy Chadwick | Chief Operating Officer | From 29th March 2022 |
| Nicola Price | Chief People Officer | From 14th March 2022 |
| Hilda Gwilliams | Director of Nursing & Quality | From 1st November 2021 |
| Sue Pemberton | Assistant Chief Executive Officer | From 9th January 2023 (secondment) |
| Jonathan Develing | Director of Strategic Partnerships | From 9th January 2023 (secondment) |

Non-Executive Directors

| | | |
|---------------------|---|--|
| Ian Haythornthwaite | Chair | Appointed for a three-year term of office from 1st September 2021. |
| Ken Gill | Non-Executive Director & Deputy Chair | Appointed for a three-year term of office from 11th January 2021. |
| Dr Faye Bruce | Non-Executive Director (from 1st May 2022) | Appointed for a three-year term of office from 1st May 2022. |
| Andrea Campbell | Associate Non-Executive Director & Chair of Cheshire West Integrated Care Partnership | Appointed as Associate Non-Executive for a 12-month term of office from 1st April 2020 and reappointed for a further two one-year terms from 1st April 2021 (non-voting member). Term ended on 31st March 2023 |
| Ros Fallon | Non-Executive Director & Senior Independent Director | Appointed in May 2016 for a three-year term of office. Reappointed 2019 for a further two-year term of office and reappointed in 2021, 2022 and 2023 for further on-year terms of office |
| Michael Guymner | Non-Executive Director | Appointed for a three-year term of office from 1st October 2021. |
| Paul Jones | Non-Executive Director | Appointed for a three-year term of office from 1st March 2020 and reappointed for a further three-year term of office from 1st March 2023. |
| Pamela Williams | Non-Executive Director | Appointed as Associate Non-Executive Director for a three-year term of office from 1st October 2021, then appointed as Non-Executive Director for a three-year term of office from 1st March 2022. |
| David Williamson | Non-Executive Director | Appointed for a three-year term of office from 1st November 2019 and reappointed for a further three-year term of office from 1st November 2022. |

The members of the Charitable Funds Committee who served during the financial year were as follows:

| | |
|---------------------|--|
| Paul Jones | Non-Executive Director (Committee Chair) |
| Ian Haythornthwaite | Chair |
| Dr Susan Gilby | Chief Executive |
| Jane Tomkinson OBE | Acting Chief Executive Officer |
| Simon Holden | Director of Finance |
| Dr Nigel Scawn | Executive Medical Director |

A statement of eligibility to Act as a Trustee is signed by members of the Board of Directors.

Appointment of Corporate Trustee, Induction and Training

The Countess of Chester NHS Hospital Foundation Trust has an Induction Policy for all staff, which is delivered at two levels. Corporate, providing Trust wide information, and local, providing the detail for their department and individual role.

Newly appointed members of the NHS Foundation Trust Board are also given additional information about their responsibilities as the Corporate Trustee which includes the Charity Commission booklet CC3 - Responsibilities of Charity Trustees.

Financial Awareness Training for Charitable Funds provides ongoing training for members of the Corporate Trustee and for Fund signatories.

The Countess Charity
TRUSTEE'S ANNUAL REPORT
WHO WE ARE

The Trust employs over 5,000 staff and provides acute emergency and elective services, primary care direct access services and obstetric services to a population of approximately 264,000 residents mainly in Chester and the surrounding rural area. More than 500,000 patients attend the hospital for treatment every year, ranging from a simple outpatient appointment to major surgery.

The Countess Charity exists to raise funds and receive donations for the benefit of the patients of the Countess of Chester Hospital NHS Foundation Trust. By securing donations, legacies and sponsorship the Charity can make a real difference to the experience of patients and their families and the staff who look after them.

The Countess of Chester NHS Foundation Trust comprises the Countess of Chester Hospital, a 600 bed hospital providing the full range of acute and a number of specialist services, and also Ellesmere Port Hospital, a rehabilitation, intermediate care and outpatient facility.

Principal Office

The principal office for the charity is:
Executive Office

The Countess of Chester Hospital NHS Foundation Trust
Countess of Chester Health Park
Liverpool Road
Chester
CH2 1UL

Bankers:

Lloyds Bank Plc
Chester Branch
8 Foregate Street
Chester
CH1 1XP

Investment Fund Managers

M & G Charities
PO Box 9038
Chelmsford
CM99 2XF

Independent Examiners:

McIntocks (NW) Limited
2, Hillards Court
Chester Business Park
Chester
CH4 9PX

The Countess Charity
TRUSTEE'S ANNUAL REPORT
Charitable Funds Committee

The Charitable Funds Committee has the delegated responsibility from the Board of ensuring that the Funds held on Trust are managed in accordance with the Corporate Governance Manual, and according to Charity Commission regulations.

Governance

The Countess of Chester Hospital NHS Foundation Trust Board approves the Corporate Governance Manual which comprises the documents for the regulation and proceedings of business. These include:

- Standing Orders
- Standing Financial Instructions
- Scheme of Delegation

These documents set the framework within which all Directors and employees of the Trust must operate. These documents apply equally to the Trust's Charitable Funds as to the Foundation Trust. The Board considers that these arrangements ensure that the activities of the Charity are considered and applied in accordance with the strategic and operational objectives of the Corporate Trustee, thus ensuring that the same consistency and openness is applied to all the Trust's funds.

The NHS Foundation Trust Board has devolved responsibility for the on-going management of funds to the Charitable Funds Committee which administers the Funds on behalf of the Corporate Trustee. This Committee has specific terms of reference approved by the Trust Board and the membership comprises the Chair and nominated Executive and Non-Executive Directors of the Trust.

During the Financial Year, the Charitable Funds Committee usually meets on a quarterly basis to monitor the overall appropriateness of expenditure from the funds. The minutes of these meetings are submitted to a full Trust Board.

The Chief Finance Officer is the Executive Director nominated by the Board to have prime responsibility for the administration of the Trust's Charitable Fund activities. All expenditure over £10,000 is reported to the Charitable Funds Committee.

Acting for the Corporate Trustee, the Charitable Funds Committee is responsible for the overall management of the Charitable Funds. The committee is required to:

- Ensure the Charitable Funds of the Trust are invested in accordance with the Charitable Funds Registration lodged with the Charity Commission;
- If required to appoint an Investment Advisor qualified within the meaning of the Trustee Investments Act 1961, provide them with guidance and to annually review their performance;
- To monitor the management and performance of the Countess Charity;
- To make recommendations to the Board of Directors on the nature and frequency of major appeals and to monitor performance;
- To approve the annual Countess Charity Accounts; and
- To ensure adequate processes are in place to approve amendments to the schedule of approved Charitable Funds and to monitor the activity of Charitable Funds in accordance with the Trust's Standing Orders and Standing Financial Instructions and the approved purpose of the individual fund.

The Foundation Trust Finance Department, located at the Principal Office maintains the application process, records all financial transactions and provides a management information service to Fund signatories. The financial records are kept on the main Foundation Trust financial system and Fund signatories receive quarterly fund statements.

The Corporate Trustee fulfils its legal duty by ensuring that funds are spent in accordance with the objects of each fund and by designating funds the Trustee respects the wishes of our generous donors to benefit patient care and advance the good health and welfare of patients, carers and staff. Where funds have been received which have specific restrictions set by the donors a restricted fund has been established. Further details of funds can be found on pages 29 and 30.

The Countess Charity

TRUSTEE'S ANNUAL REPORT

How our activities deliver public benefit

The Countess of Chester Hospital NHS Foundation Trust is the main beneficiary of the charity and is a related party by virtue of being Corporate Trustee of the charity. By working in partnership with the Trust, the charitable funds are used to best effect for the benefit of the public served by the Trust. When deciding upon the most beneficial way to use charitable funds, the Corporate Trustee has regard to the main objectives, strategies and plans of the Trust, whilst ensuring that the grants reflect the wishes of patients and staff.

At the core of every charity is the requirement to provide benefit to the public. This is the foundation of their charitable status, and each charity must demonstrate how this requirement is met through their aims and activities.

The focus of our activities as described below are to benefit the public who utilise the services of the Countess of Chester Hospital NHS Foundation Trust. This hospital mainly serves the community of Chester and its surrounding rural areas, all of which have equal access to its facilities. Charitable expenditure is made by way of direct grants to the Countess of Chester Hospital NHS Foundation Trust to enhance the patient care already provided.

The Trustee refers to Charity Commission guidance on achieving public benefit when reviewing the aims and objectives of the charity, and in the planning of future activities.

During the year the funds continued to provide a wide range of charitable and health related activities to benefit patients, staff and the wider community. Funds are generally used to purchase a range of additional goods and services over and above the NHS provision. This includes medical and other equipment, furniture and fittings to enhance the patient environment.

In addition to the designated funds on page 30, each ward has their own staff and patient charitable funds, and donations are made specifically to the wards that the donors would like to acknowledge. The funds can then be used for charitable activities to benefit the staff and patients on that ward, including investing in staff to attend courses to help update them on new techniques and developments in their individual specialties.

The fundraising team are supporting a number of smaller appeals. The appeals have continued to attract support from individuals, families, companies and members of staff who have offered us their support in a range of inspiring and innovative ways. We have continued to promote the charity within the hospital to staff, patients and visitors using the fundraising noticeboard, and are engaging with new staff through involvement in the staff induction courses.

How we manage the Money

Our Grant Making Policy

The Countess Charity makes grants from both its unrestricted and restricted funds

General Funds - These funds are received with no particular preference expressed by donors. These funds are utilised when applications are made by the Countess of Chester Hospital NHS Foundation Trust for monies to be spent on charitable expenditure which will enhance the patient experience.

Designated (earmarked) Funds - contain donations where the donor expressed a wish that the funds be used within a certain department or specialty without any further constraints. Their nomination of an individual fund is not binding on the Trustee and the designated funds are overseen by fund holders who can make recommendations on how best to spend the money in their specialty.

The Countess Charity TRUSTEE'S ANNUAL REPORT OUR OBJECTS

Governing Document

The Countess of Chester Hospital NHS Trust gained Foundation Trust status in April 2004 following the official passing through Parliament of the relevant statutory instrument. Prior to the creation of the Countess of Chester Hospital NHS Trust, Chester Health Authority administered the various charitable funds as part of a pooling arrangement under the provision of the NHS Act 1973. The charitable monies were transferred to the Trust by Statutory Instrument 1994 No. 1301 which came into effect on 9th June 1994. The Countess of Chester Hospital NHS Foundation Trust is legally recognised by the Charity Commission as Sole Corporate Trustee for all its funds held for the benefit of staff and patients. It is empowered to hold and administer funds for Charitable Health purposes within the scope for the National Health Service Act 2006.

Mission Statement

The Charity aims to use the charitable income it receives to enhance and improve the patient experience at our hospital, focusing on areas not covered or fully supported by NHS funds. The charity aims to generate income for general purposes and specific projects, and administers all donations in a manner that is both professional and sensitive to the needs of the donor.

The charity has NHS wide objectives as follows:

"The Trustees shall hold the Trust Fund upon trust to apply the income, and at their discretion, so far as may be permissible, the capital for charitable purposes relating to the general or any specific purposes of the Countess of Chester Hospital NHS Foundation Trust or to purposes relating to the health service"

By raising new funds and careful management of our existing funds, the Countess Charity is able to make grants to the Countess of Chester Hospital NHS Foundation Trust and to the benefit of the wider health service.

Grants are made in accordance with charity law, our fund constitution and the wishes and directions of donors. In making grants, we endeavour to reflect the wishes of patients and staff in spending the funds where they feel the money would be best spent.

Objectives

The charity has income from three different areas

1. Donations received often as a result of care given
2. Active fundraising for a "smaller" appeal
3. Income generated for a "large or major appeal"

Unsolicited donations are targeted at an area of care at the wish of the donor. The fund holder for that area is informed and decisions are taken clinically as to the best way of using the donation. These are usually smaller donations.

The decisions on utilisation of a larger donation such as a legacy would also be the decision of the fund holder with Executive level support.

When seeking to solicit and proactively raise funds for a specific project, the agreed strategy is to consider the various methods of fundraising and then decide upon the most appropriate way of securing funding based on the requirements of each individual project. These methods include: community fundraising, event organisation, grant applications, trust fundraising, corporate fundraising, social media campaigns and direct donor mailings.

For larger or 'major' appeals, the charity sets up a Fundraising Committee incorporating members of the fundraising team, clinical staff, plus internal and external volunteers. The Committees are usually chaired by an external volunteer who is often a high profile member of the business community, whenever possible with a personal involvement in the cause. The committee monitors the fundraising progress and uses its contacts to support the work of the team and organises personal events.

The Countess Charity TRUSTEE'S ANNUAL REPORT

Achievements and Performance Highlights of 2022-23

With the cost-of-living crisis impacting the public and some uncertainty remaining around Covid, a prudent income budget was set for 2022-23 and the fundraising team developed their plans to adapt to the tough economic climate. This allowed for realistic targets to be set for the year and the team worked hard to eventually exceed these which was a great achievement in challenging times.

The first large scale event of the year took place in April 2022 with the popular Chester Duck Race returning following a two year hiatus due to Covid. There was some lingering hesitancy at this stage for people to attend large gatherings but as this was an outdoor event it was popular and demonstrated that people were ready for larger events once again. Rescheduling the event to April from September also worked well as this fitted in with school holidays making it a great family day as well as giving us a key event in the spring season. As a result, the decision was made that the Duck Race will remain a Spring event going forward.

For the first time since 2019 we were able to hold the Trees of Life service in person at the hospital. This was very well received by donors who joined us to celebrate under the illuminated trees and Rainbow sculpture in a heartwarming service. We are looking forward to a special celebration in 2023 to mark the 25th anniversary of this event.

Other annual events also saw increased numbers attending as the impact of Covid lessened with the Ladies' Laughter Lunch, Lunch in the City, Sporting Lunch and Santa Dash all seeing strong support. However, there did appear to be a reluctance to book far in advance, with events seeing a lot of last-minute entries and ticket sales. This meant that the team had to be flexible and adapt to changeable situations. By utilising the power of social media to share reminders and updates, we were able to promote the events to a wide audience.

In June 2022, we saw visitors return to the hospital to see family and friends. At this time, our volunteers were also able to return to help the fundraising team. As a result of the increased footfall on site, we saw a corresponding increase in income through donations. We were able to re-introduce raffles into our portfolio and with the increased footfall, ticket sales were excellent. The volunteers involved were thrilled to be able to once more take an active role in supporting the charity.

Work continued to support the volunteers returning to the team, and we were able to recruit new volunteers to our loyal team.

Two major improvements for staff health and wellbeing at the hospital were completed and officially opened in 2022. These improvements were made possible through successful bids made to the NHS Charities Together grant-making body.

The first is the design and building of a Health and Wellbeing Garden for staff located in a central courtyard. The garden has a covered area with seating so that staff can relax outdoors and take time away from the workplace in most weathers. The Mayor of Chester opened the garden and planted a Nye Bevan rose that will flower on the 75th Anniversary of the NHS in 2023.

The second project was to provide a secure bike storage area with changing and showering facilities to encourage staff to cycle to work. We were delighted to welcome Chris Boardman MBE to officially open the unit and meet staff in September 2022 at an event which was attended by local businesses and groups offering bike maintenance information and travel advice.

Alongside these long-term resources, the charity also provides smaller treats for the staff. On a couple of occasions this year, when the heat became extreme, the charity was able to fund ice creams for staff and they were very much appreciated.

The Countess Charity TRUSTEE'S ANNUAL REPORT

Achievements and Performance

Highlights of 2022-23 (cont.)

The Blue Skies Balcony appeal continues to be the main appeal for the charity. An architect's image of how the Blue Skies Balcony will look was completed with input from ICU colleagues and has received many positive comments. Having a visual representation of the end result of the project makes it easier to communicate the benefits to donors and will be a valuable tool for the team as we engage with donors to generate the remaining funds needed to complete the scheme.

During 2022-23 we were the beneficiary of a number of legacies left to the charity by patients in recognition of the care they received. We are currently reviewing options for utilising these funds to make a difference for all of our patients at the Trust.

A very generous donation was made by a local trust to the Breast Unit and this will be used to purchase equipment which will provide an additional way for surgeons to check all cancerous cells that are removed during surgery. We are most grateful for this donation.

We were once again fortunate to have received the generous support of the Chester Childbirth Appeal who made several grants to the charity to enable us to purchase equipment. We are very grateful for their ongoing support.

In another challenging year, the fundraising team alongside our team of volunteers worked very hard to maintain donations and income from the fundraising events and we would like to take this opportunity to thank all those involved for their support.

The fantastic care given by so many to our patients must also be recognized. We are fortunate in the team to hear so often of the care and kindness shown every day to people at their lowest and most vulnerable. The donations made reflect the gratitude of our patients and their families and friends for the exceptional care that their loved ones have received.

Future plans

The priority for 2023-24 will be to complete the Blue Skies Balcony Appeal. Once funds are in place, we will be able to commence the project with the hopes that the design of the balcony will allow for a quick build.

A bid for £30k to NHSCT (NHS Charities Together) was successful in 2022-23 and this grant will allow for work to be undertaken in the coming year to assess the future direction of the charity and to improve branding as well as impact reporting. This will help the charity to be more effective and maximise the benefit to the public through our activities.

The NHS celebrates its 75th Anniversary in 2023 and special medals have been designed to present to seventy five key fundraisers and contributors to the charity. Marketing and social medial activity will all be used to celebrate and share news of this special milestone.

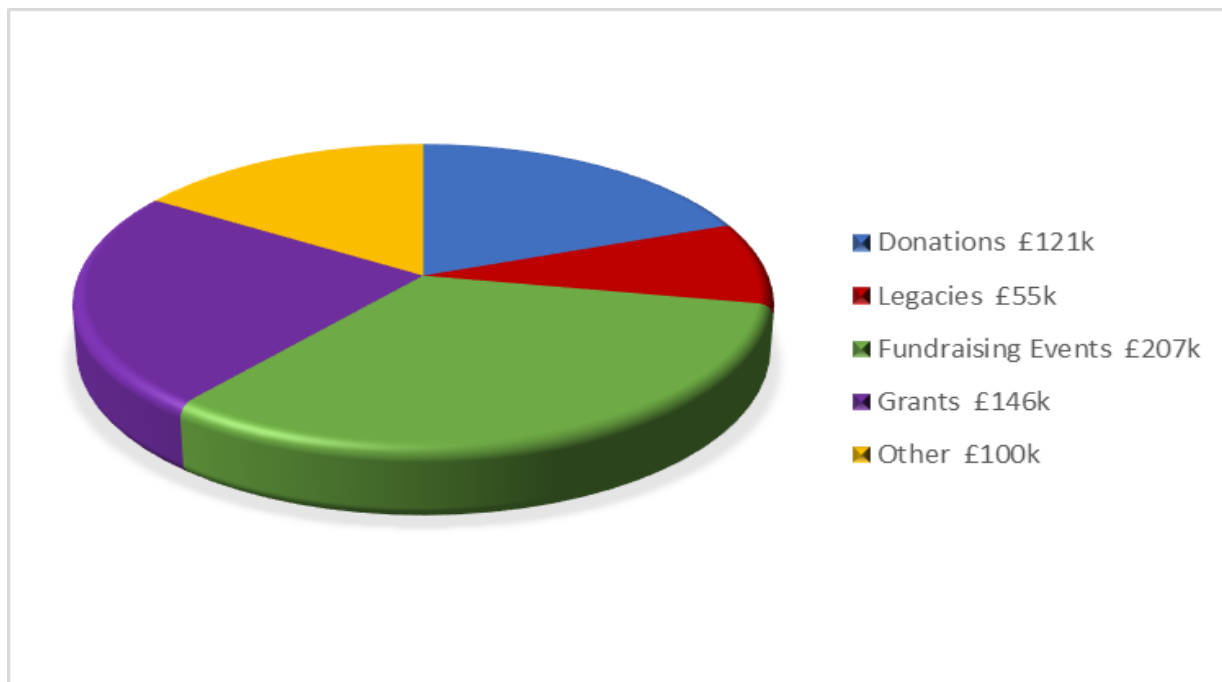
In 2023, we will also be marking the 25th Anniversary of the annual Trees of Life celebrations. We plan to commemorate this with a special service and hope that staff and the public will join us to celebrate and remember loved ones as we light the trees again this year.

Planning further into the future, the charity is 30 in 2025 and as the 25th anniversary was not able to be celebrated in 2020 we aim to maximize this opportunity to demonstrate all that has been achieved with donations to improve facilities for our patients and their families.

The Countess Charity
TRUSTEE'S ANNUAL REPORT
FINANCIAL REVIEW

Money Received: Sources of Funds

The statement of financial activities shows the total income for the year was £629,000. This is split into five main sources of income:



During 2022-23, donations and fundraising income continued to recover post-Covid and while legacy income was less than the previous year, our grant income was higher. In addition, increased interest rates led to higher levels of investment income (shown under the heading 'Other').

The Countess Charity
TRUSTEE'S ANNUAL REPORT

FINANCIAL REVIEW

A Review of our Finances and Performance

The net assets of the Charitable Funds as at 31st March 2023 were £1,786,000 (2022/22 £1,613,000), an increase of £173,000 during the financial year.

Total incoming resources this year amounted to £629,000 (2021/22 £782,000). Donations and income from fundraising events were closer to pre-Covid levels but the tough economic climate seemed to be impacting on the level of financial support available across the charity sector. Our current appeal was launched in 2020. The Blue Skies Appeal is raising funds to construct a balcony for the Critical Care Unit and received income of £207,000 in 2022/23.

Of the total expenditure of £423,000 (2021/22 £428,000), expenditure on charitable activities was £239,000 (2021/22 £229,000) and expenditure on raising funds was £184,000 (2021/22 £199,000).

Performance of Investments

Since July 2003, The Countess Charity has invested with M&G's Charities Investment Managers Ltd in a unit trust fund called Charifund. This is designed to provide a high and growing income for charities, whilst at the same time protecting their capital from the erosive effect of inflation. The investment remains for the long term, and does not have a maturity date. Investment income received from M&G was £31,000 (2021/22 £28,000) before deducting management fees.

The loss in the valuation of our unrealised investments with M&G was £33,000 (2021/22 gain of £37,000).

In addition to the long term investments, short term deposits are invested with nominated Commercial Banks. The investment income received from this amounted to £60,000 (2021/22 £21,000).

Purchase of new equipment, new building and refurbishment

This year saw a number of pieces of equipment being purchased through the charitable funds. The total spend on additional medical equipment for the Trust was £48,000 (2021/22 £50,000), a further £5,000 (2021/22 £2,000) was spent on computer equipment and £8,000 (2021/22 £40,000) on furniture and fittings.

Staff Education and Welfare

Each ward has its own staff amenities fund. Donations made specifically to these funds are then utilised for the benefit of the staff. During the year, £32,000 (2021/22 £10,000) was spent on direct staff amenities. These funds also enable consultants and staff to attend additional courses not funded by the NHS, which allows them to keep up to date on modern techniques and developments in their individual specialties. A total of £6,000 (2021/22 £3,000) was spent on staff attending external training courses. These figures are shown in the accounts within grant funded activity.

Patient Education and Welfare

The total spend on direct patient welfare amounted to £5,000 (2021/22 £31,000). This expenditure includes the purchase of televisions for Ward 34, dressing gowns for patients at Ellesmere Port Hospital and small gifts for those patients who were with us at Christmas.

The Countess Charity
TRUSTEE'S ANNUAL REPORT

FINANCIAL POLICIES

Risk Management

The major risks to which the charity is exposed, as identified by the Corporate Trustee, have been reviewed and systems have been established to manage those risks. Due to the close relationship between the charity and the Countess of Chester Hospital NHS Foundation Trust itself, the charity benefits from the risk and control framework in place at the Foundation Trust.

A specific Charitable Funds risk register categorises risks facing the charitable funds and considers the actions taken to mitigate the risk. The risk policy, and the risks and controls are reviewed by the Charitable Funds Committee every three years.

"Principal risks" are those risks which have a high likelihood of occurring and would, if they occurred, have a severe impact on operational performance, achievement of aims and objectives or could damage the reputation of the charity, changing the way the Trustee, supporters or beneficiaries might deal with the charity.

The Countess of Chester mitigates the principal risks by regularly engaging with the Fundraising Department to ensure a co-ordinated approach to raising funds.

Reserves Policy

The Trustee is under a legal duty to apply charity funds within a reasonable time of receiving them. In order to comply with this duty, the Trustee has developed a reserves policy to explain the level of reserves held and set out how they will be managed.

The reserves policy applies to unrestricted funds, and states that the level of reserves should be sufficient to:

- Ensure stability of grant funding;
Cover between one and three years administration, fund-raising and support costs; and
- Maintain the level of investments at its current level in order to mitigate against significant fluctuations in the levels of donations.

Therefore, the Trustee considers it prudent that the target range of unrestricted reserves is between £500,000 and £1,500,000 to ensure that the charity can run efficiently and meet the needs of its beneficiaries. The Balance Sheet shows that the unrestricted reserves of £809,000 at the end of the financial year are within the range required by the policy.

Restricted funds are excluded from this policy, in accordance with Charity Commission guidance, as they are subject to specific trusts and are not freely expendable at the discretion of the Trustee.

On an annual basis, the funds will be examined to ensure compliance with this reserves policy.

Investment powers and policy

The Trustee's investment powers are governed by the Trust Deed, which permits the charity's funds to be invested in any security listed on the Stock Exchange.

The Investment Policy's aim is to generate a steady income stream to maximise contribution towards the costs of central overheads, while protecting the real value of capital. The policy seeks to obtain the best financial return from the charity's investments, through investing consistently and with commercial prudence. The Trustee is duty bound to act with prudence, and shall not make speculative or hazardous investments. The Trustee should also ensure that there is adequate diversity of investment to minimise the risk of individual institutions performing poorly.

The Trustee should decline to invest in a particular company if its activities are directly contrary to the charitable purposes.

The charity's investments have continued to be managed in line with our Investment Policy and the Trust Deed. The Investment Policy is reviewed every three years.

The main aims of the Policy are:

- That the underlying level of funds available for investment should be split between long term and short term investments; and
- The net income from the investments are distributed over all the funds on an average fund balance basis.

The portfolio of Investments are monitored by the Charitable Funds Committee on a quarterly basis.

The Countess Charity
TRUSTEE'S ANNUAL REPORT

**STATEMENT OF TRUSTEE'S RESPONSIBILITIES IN RESPECT OF THE
TRUSTEES' REPORT AND THE FINANCIAL STATEMENTS**

Under the trust deed of the charity and charity law, the Corporate Trustee is responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations. The trustees have elected to prepare the financial statements in accordance with FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the excess of income over expenditure for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustee:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustee to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

By Order of the Corporate Trustee

Signed:



Chair

Ian Haythornthwaite



Acting Chief Executive

Jane Tomkinson OBE

The Countess Charity

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE OF THE COUNTESS CHARITY

I report to the trustees on my examination of the accounts of The Countess Charity (Charity No: 1050015) for the year ended 31st March 2023, which are set out on pages 16 to 30.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 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

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe in, any material respect,:

the accounting records were not kept in accordance with section 130 of the Act; or

the accounts did not accord with the accounting records; or

the accounts did 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.



McIntocks (NW) Limited
Chartered Accountants
2 Hilliards Court
Chester Business Park
CHESTER
CH4 9PX

The Countess Charity

Statement of Financial Activities for the year ended 31 March 2023

| | Note | Unrestricted Funds 2023 £000 | Restricted Funds 2023 £000 | Total Funds 2023 £000 | Total Funds 2022 £000 |
|---|------|---------------------------------------|-------------------------------------|--|--------------------------------|
| Incoming Resources | 2 | | | | |
| Income and endowments from: | | | | | |
| Donations and Legacies | 2.1 | 134 | 188 | 322 | 558 |
| Charitable activities | 2.2 | - | - | - | 1 |
| Income from trading activities | 2.3 | 36 | 180 | 216 | 174 |
| Investment income | 2.5 | 55 | 36 | 91 | 49 |
| Total incoming resources | | 225 | 404 | 629 | 782 |
| Resources Expended | | | | | |
| Expenditure on: | | | | | |
| Raising funds | 3.1 | (54) | (130) | (184) | (199) |
| Charitable Activities: Grant Funded Activity | 3.2 | (115) | (124) | (239) | (229) |
| Total expenditure | | (169) | (254) | (423) | (428) |
| Net incoming/(outgoing) resources | | 56 | 150 | 206 | 354 |
| Net gains/(losses) on investments | | (16) | (17) | (33) | 37 |
| Net income/(expenditure) | | 40 | 133 | 173 | 391 |
| Transfers between funds | 2.4 | - | - | - | - |
| Net movement in funds | | 40 | 133 | 173 | 391 |
| Reconciliation of Funds | | | | | |
| Total Funds brought forward | | 769 | 844 | 1,613 | 1,222 |
| Fund balances carried forward | | 809 | 977 | 1,786 | 1,613 |

The notes on pages 16 to 30 form part of these financial statements. All income and expenditure is derived from continuing operations.

The Countess Charity

Balance Sheet as at 31 March 2023

| | Notes | Total Funds at 31 March 2023 £000 | Total Funds at 31 March 2022 £000 |
|---|-------|--|---|
| Fixed Assets | | | |
| Investments | 6.2 | <u>507</u> | <u>540</u> |
| Total Fixed Assets | | 507 | 540 |
| Current Assets | | | |
| Debtors | 7 | 34 | 89 |
| Cash and cash equivalents | | <u>1,273</u> | <u>1,063</u> |
| Total Current Assets | | <u>1,307</u> | <u>1,152</u> |
| Liabilities | | | |
| Creditors: Amounts falling due within one year | 10 | 28 | 79 |
| Net Current Assets | | <u>1,279</u> | <u>1,073</u> |
| Total Assets Less Current Liabilities | | <u>1,786</u> | <u>1,613</u> |
| Funds of the Charity | | | |
| Restricted Income Funds | | 977 | 844 |
| Unrestricted Income Funds | | 809 | 769 |
| Total Charity Funds | | <u>1,786</u> | <u>1,613</u> |

The notes at pages 16 to 30 form part of this account.

Approved by the Chair of the Board on 4th October 2023

Signed:



Ian Haythornthwaite

The Countess Charity

| Cashflow | Note | Total Funds 2022-23 £000 | Total Funds 2021-22 £000 |
|---|-------------|---|---|
| Cash flows from operating activities: | | | |
| Net Cash provided by (used in) operating activities | 9 | <u>119</u> | <u>315</u> |
| Cash flows from investing activities: | | | |
| Interest from investments | | 91 | 49 |
| Net cash provided by (used in) investing activities | | <u>91</u> | <u>49</u> |
| Change in cash and cash equivalents in the reporting period | | 210 | 364 |
| Cash and cash equivalents at the beginning of the reporting period | | 1,063 | 699 |
| Cash and cash equivalents at the end of the reporting period | | <u>1,273</u> | <u>1,063</u> |

The Countess Charity

Notes to the Account

Accounting Policies

1.1

Basis of Preparation

The Financial Statements have been prepared under the historic cost convention, with the exception of investments which are included at market value at the Balance Sheet date. The financial statements have been prepared in accordance with the Charity's governing document, the Charities Act 2011 and "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 2019)

The trust constitutes a public benefit entity as defined by FRS 102.

The Trustee considers that there are no material uncertainties about the Countess Charity's ability to continue as a going concern.

In future years, the key risks to the Countess Charity are a fall in income from donations or investment income, but the Trustee has arrangements in place to mitigate those risks (see the risk management and reserves sections of the annual report for more information).

The financial statements are prepared in pound sterling (£).

The Countess Charity

1.3 Incoming Resources

- a) All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

- b) **Legacies**

Legacies are accounted for as incoming resources on a case by case basis once the receipt of the legacy is probable.

Receipt is probable when:

- i) Confirmation has been received from the representatives of the estate(s) that probate has been granted;
 - ii) The executors have established that there are sufficient assets in the estate to pay the legacy; and
 - iii) All conditions attached to the legacy have been fulfilled or are within the charity's control.
- c) Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio.

- c) **Gifts in Kind**

Gifts in kind, such as food and care packages are not accounted for when they are accepted and immediately distributed unless a donation is material. A donation is considered material if the individual items are valued at more than £20 each.

Gifts of tangible assets such as microwaves and coffee machines are recognised as a donation at fair value (market price) on receipt and charitable expenditure when they are distributed

Where gifts in kind are held before being distributed to beneficiaries, they are recognised at fair value as stock until they are distributed.

The Countess Charity

1.4 a) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution, refer to note (b) below.

Grants payable are payments made to the Countess of Chester Hospital NHS Foundation Trust which is classed as a related party, in furtherance of the charitable objectives of the funds held on trust. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the one-year or multi-year grant. Grant awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside of the control of the Charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty as to the timing of the grant or the amount of grant payable.

b) Allocation of Support and Governance Costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees.

Governance costs and support costs relating to charitable activities have been apportioned between costs of raising funds and expenditure on charitable activities on a proportional basis. The allocation of support and governance costs is analysed in note 3.

c) Expenditure on Raising Funds

The costs of generating funds includes the direct costs associated with running fundraising events, staff salaries and office costs, investment management fees, and the support and governance costs associated with these activities. Further details are shown in note 3.1

d) Expenditure on Charitable Activities

Costs of charitable activities include grants made to the Countess of Chester NHS Foundation Trust to support the purchase of equipment, training and other activities as well as the support and governance costs associated with these activities. Further details are shown in note 3.2

The Countess Charity

1.5 Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

1.6 Funds Structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor.

Funds where the capital is held to generate income for charitable purposes and cannot itself be spent are accounted for as endowment funds. The Countess Charity has four funds which are classed as restricted, with a further eighteen funds having an element of their balance classed as restricted. This is due to funds receiving grants and legacies with associated restrictions. The charity has no endowment funds.

Unrestricted income funds comprise those funds which the Trustee is free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds earmarked by Trustees, where the donor has made known their non-binding wishes, as outlined explicitly on the donation receipt form.

Transfers between funds are approved by the Charitable Funds Committee in line with agreed expenditure procedures and in accordance with the Standing Financial Instructions.

Details of the funds are shown on page 30.

1.7 Fixed Asset Investments

Investments are a form of basic financial instrument. They are initially recognised at their transaction value and are subsequently measured at their fair value (market value). The Statement of Financial Activities includes the net gains and losses arising on revaluation during the year.

The Investment Fund Units are included in the Balance Sheet at the closing valuation at 31 March 2023.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

1.8 Realised Gains and losses

All realised 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 opening market value (or date of purchase if later).

Unrealised gains and losses are calculated as the difference between market value at the year end and opening market value (or date of purchase if later).

The Countess Charity

1.9 Tax

The Countess Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010, and therefore it meets the definition of a charitable trust for UK income tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 10 income Tax Act 2007 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.10 Debtors

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

1.11 Cash and Cash Equivalents

Cash at bank and in hand is held to meet the day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in 90 day notice interest bearing savings accounts.

1.12 Creditors

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

Amounts which are owed in more than a year are shown as long term creditors.

1.13 Prior year comparatives by type of fund

The primary statements provide prior year comparatives in total, pages 21 and 22 provides prior period comparatives for the Statement of Financial Activities and the Balance Sheet for each of the two types of fund that the Countess Charity manages.

1.14 Related Party Transactions

The Countess of Chester Hospital NHS Foundation Trust body is the Corporate Trustee of the Countess Charity. The patients of which are the main beneficiaries of the charity.

The charity has made revenue and capital grant payments to the Countess of Chester Hospital NHS Foundation Trust.

In 2022/23, the expenditure on charitable activities was £239,000 (2021/22: £229,000) of which £115,000 (2021/22: £38,000) was expenditure from unrestricted funds and £124,000 (2021/22: £191,000) was expenditure from restricted funds to the Corporate Trustee, the Countess of Chester Hospital NHS Foundation Trust

None of the Corporate Trustee members has undertaken any transactions with the Countess of Chester Hospital NHS Foundation Trust or received any benefit from the charity in payment or kind.

The Countess of Chester Hospital NHS Foundation Trust makes a number of clerical transaction services available to the charity.

These include:

Fundraising services and office costs of £150,000 (£169,000 in 2021/22) - see note 3.1

Administrative services at a cost of £27,000 (£26,000 in 2021/22) in support of the charity's grant making activities which are included within support costs - see note 3.3

The charity is able to utilise the finance system in place within the Trust to facilitate payments to suppliers and to record other amounts owing between the two organisations. The payments to suppliers are made by the Trust on behalf of the charity and they are subsequently reimbursed. The outstanding balance of £10,000 at 31st March 2023 is included on the balance sheet as a debtor - see note 7.

The Countess Charity

Prior year comparatives by type of Fund

Unrestricted Funds - Statement of Financial Activity for the year ended 31 March 2023

| | Unrestricted Funds 2022-23 £000 | Unrestricted Funds 2021-22 £000 |
|---|--|--|
| Incoming Resources | | |
| Income from: | | |
| Donations and legacies | 134 | 245 |
| Charitable activities | 0 | 1 |
| Other trading activities | 36 | 37 |
| Investments | 55 | 32 |
| Total Incoming resources | 225 | 315 |
| Resources Expended | | |
| Expenditure on: | | |
| Raising funds | (54) | (84) |
| Charitable activities: | | |
| Grant Funded Activities | (115) | (38) |
| Total expenditure | (169) | (122) |
| Net incoming/(outgoing) resources | 56 | 193 |
| Net gains/(losses) on investments | (16) | 19 |
| Net income/(expenditure) | 40 | 212 |
| Transfers between funds | - | - |
| Net Movement in funds | 40 | 212 |
| Reconciliation of Funds | | |
| Total funds brought forward | 769 | 557 |
| Total funds carried forward | 809 | 769 |
| Unrestricted Funds - Balance Sheet as at 31 March 2023 | | |
| | 2022-23 £000 | 2021-22 £000 |
| Fixed Assets: | | |
| Investments | 224 | 235 |
| Total Fixed Assets | 224 | 235 |
| Current Assets: | | |
| Debtors | 22 | 80 |
| Cash and cash equivalents | 564 | 464 |
| Total Current Assets | 586 | 544 |
| Liabilities: | | |
| Creditors falling due within one year | 1 | 10 |
| Net Current asset/(liabilities) | 585 | 534 |
| Total Assets less Current Liabilities | 809 | 769 |
| Total Unrestricted Funds | 809 | 769 |

The Countess Charity

Prior year comparatives by type of Fund

Restricted Funds - Statement of Financial Activity for the year ended 31 March 2023

| | Restricted Funds 2022-23 £000 | Restricted Funds 2021-22 £000 |
|---|--|--|
| Incoming Resources | | |
| Income from: | | |
| Donations and legacies | 188 | 313 |
| Charitable activities | - | - |
| Other trading activities | 180 | 137 |
| Investments | 36 | 17 |
| Total Incoming resources | <u>404</u> | <u>467</u> |
| Resources Expended | | |
| Expenditure on: | | |
| Raising funds | (130) | (115) |
| Charitable activities: | | |
| Grant Funded Activities | <u>(124)</u> | <u>(191)</u> |
| Total expenditure | <u>(254)</u> | <u>(306)</u> |
| Net incoming/(outgoing) resources | 150 | 161 |
| Net gains/(losses) on investments | <u>(17)</u> | <u>18</u> |
| Net income/(expenditure) | <u>133</u> | <u>179</u> |
| Transfers between funds | - | - |
| Net Movement in funds | <u>133</u> | <u>179</u> |
| Reconciliation of Funds | | |
| Total funds brought forward | 844 | 665 |
| Total funds carried forward | <u>977</u> | <u>844</u> |
| Restricted Funds - Balance Sheet as at 31 March 2023 | | |
| | 2022-23 £000 | 2021-22 £000 |
| Fixed Assets: | | |
| Investments | <u>283</u> | <u>305</u> |
| Total Fixed Assets | 283 | 305 |
| Current Assets: | | |
| Debtors | 12 | 9 |
| Cash and cash equivalents | <u>709</u> | <u>599</u> |
| Total Current Assets | 721 | 608 |
| Liabilities: | | |
| Creditors falling due within one year | <u>27</u> | <u>69</u> |
| Net Current asset/(liabilities) | 694 | 539 |
| Total Assets less Current Liabilities | 977 | 844 |
| Total Unrestricted Funds | <u>977</u> | <u>844</u> |

The Countess Charity

2 Incoming Resources

2.1 Income from Donations and Legacies

| | Unrestricted Funds £000 | Restricted Funds £000 | Total 2022-23 £000 | Total 2021-22 £000 |
|-----------------|-------------------------------|-----------------------------|-----------------------------------|--------------------------|
| Donations | 84 | 37 | 121 | 88 |
| Grants Received | - | 146 | 146 | 65 |
| Legacies | 50 | 5 | 55 | 405 |
| | 134 | 188 | 322 | 558 |

Donations from individuals are gifts from members of the public, relatives of patients and staff.

2.2 Charitable Activities

| | Unrestricted Funds £000 | Restricted Funds £000 | Total 2022-23 £000 | Total 2021-22 £000 |
|--------------------|-------------------------------|-----------------------------|-----------------------------------|--------------------------|
| Charitable Trading | - | - | 0 | 1 |
| Total | 0 | 0 | 0 | 1 |

Charitable trading in 2021-22 relates to the sale of specialised clothing to patients attending the Breast Care Unit.

2.3 Other Trading Activities

| | Unrestricted Funds £000 | Restricted Funds £000 | Total 2022-23 £000 | Total 2021-22 £000 |
|-----------------------|-------------------------------|-----------------------------|-----------------------------------|--------------------------|
| Fundraising events | 36 | 171 | 207 | 169 |
| Corporate Sponsorship | - | 9 | 9 | 5 |
| Total | 36 | 180 | 216 | 174 |

2.4 Transfers between Funds

There were no interfund transfers in this reporting period

The Countess Charity

2.5 Role of Volunteers

Fund advisors - there are over 100 Countess of Chester Hospital NHS Foundation Trust staff who manage how the charity's designated funds should be spent. These funds are designated (or earmarked) by the Trustee to be spent for a particular purpose or in a particular ward or department. Each fund advisor has delegated powers to spend the designated funds that they manage in accordance with the Trustee wishes and in accordance with the fund purpose. All expenditure is approved by the Trust's finance department prior to commitment to ensure that the spend is in accordance with the governing documents and that the money is available in the fund.

Due to the varied nature of our work, we are able to incorporate the skills of many different volunteers into the fundraising department. We have recruited retired professionals as well as working with companies who allow staff volunteer days. This brings a wide mix of skills to the team and allows the core team to focus on fundraising activities.

We have volunteers who help enter donations on to the database and produce personalised thank you letters for the Head of Fundraising to check and sign. A volunteer takes responsibility for Gift Aid claims, one for the notice boards and we have a receptionist to take donations Monday to Friday.

Other volunteer roles include selling raffle tickets and running tombolas both at the hospital and at external venues. Volunteers also help extensively with the annual Duck Race and Santa Dash.

All volunteers have a staff member as a point of contact and are aware of their responsibilities.

In accordance with the SORP, due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised in the accounts.

2.6 Investment Income

| | Unrestricted Funds £000 | Restricted Funds £000 | Total 2022-23 £000 | Total 2021-22 £000 |
|-------------------------------------|--|--------------------------------------|-----------------------------------|-----------------------------------|
| Short term investments and deposits | 36 | 24 | 60 | 21 |
| and cash on deposit | 19 | 12 | 31 | 28 |
| Unit Trust Fund Income | 55 | 36 | 91 | 49 |

The Countess Charity

3 Resources Expended

3.1 Analysis of expenditure on raising funds

| | Unrestricted Funds | Restricted Funds | Total 2022-23 | Total 2021-22 |
|-----------------------|-----------------------|----------------------|--------------------------|------------------|
| | Direct Costs £000 | Direct Costs £000 | £000 | £000 |
| Fundraising Office | 52 | 98 | 150 | 169 |
| Fundraising events | 1 | 28 | 29 | 26 |
| Investment Management | 1 | 1 | 2 | 2 |
| Support costs | 0 | 3 | 3 | 2 |
| Total | 54 | 130 | 184 | 199 |

3.2 Analysis of expenditure on charitable activities

| | Unrestricted Funds | | Restricted Funds | | Total 2022-23 | Total 2021-22 |
|--------------|----------------------------------|--------------------------|----------------------------------|--------------------------|--------------------------|------------------|
| | Grant Funded Activity £000 | Support Costs £000 | Grant Funded Activity £000 | Support Costs £000 | £000 | £000 |
| Training | 7 | 1 | 0 | 0 | 8 | 4 |
| Equipment | 25 | 4 | 36 | 3 | 68 | 103 |
| Building | 28 | 5 | 64 | 6 | 103 | 52 |
| Other | 39 | 6 | 14 | 1 | 60 | 70 |
| Total | 99 | 16 | 114 | 10 | 239 | 229 |

The Charity does not make grants to individuals. All grants are made to the Countess of Chester Hospital NHS Foundation Trust to provide for the care of NHS patients in furtherance of our charitable aims. The total cost of making grants including support costs, is disclosed on the face of the statement of financial activities and the actual funds spent on each category is disclosed in note 3.2.

All support costs are initially apportioned between restricted and unrestricted funds on an average balance basis, reflecting the charges allocated against the funds during the year. Support costs are subsequently apportioned to categories of expenditure based on the levels of expenditure for each category as a percentage of the overall expenditure.

3.3 Allocation of Governance and Support Costs

| | Allocated to: | | Total 2022-23 | Total 2021-22 |
|---------------------------|--------------------------|----------------------------------|--------------------------|------------------|
| | Raising Funds £000 | Charitable Activities £000 | £000 | £000 |
| Governance Costs: | | | | |
| Independent Examiners Fee | 0 | 2 | 2 | 2 |
| Management charge | 0 | 0 | 0 | 2 |
| Support Costs: | | | | |
| Financial Services | 2 | 23 | 25 | 22 |
| Total | 2 | 25 | 27 | 26 |

The Countess Charity

4 Analysis of Staff Costs

| | Total | Total |
|--|----------------|---------|
| | 2022-23 | 2021-22 |
| | £000 | £000 |
| Salaries and wages | 103 | 126 |
| Social security costs | 11 | 9 |
| Employers pension contribution | 16 | 15 |
| | 130 | 150 |
| | | |
| Average monthly number of staff in the year: | 4 | 4 |

No employees had emoluments in excess of £60,000 (2021/22 none)

Staff costs relate to employees of the related party - the Countess of Chester Hospital NHS Foundation Trust. During 2022-23, a member of the fundraising team worked in another department within the Trust and their costs were not charged to the Charity during this time therefore the costs seen in 2022-23 are lower as a result.

The Directors of the Countess of Chester Hospital NHS Foundation Trust do not receive any remuneration or reimbursement of expenses from the Charity.

5 Independent Examiner

The independent examiner's fee of £2,100 (2021-22 £1,950) related solely to the examination with no other additional work undertaken.

The Countess Charity

6 Analysis of Fixed Asset Investments

| | 31 March 2023 | 31 March 2022 |
|--|---------------|---------------|
| | Total | Total |
| 6.1 Movement in Fixed Asset Investments: | £000 | £000 |
| Market value at 1 April | 540 | 503 |
| Unrealised gain/(loss) on revaluation | (33) | 37 |
| Market value at 31 March | <u>507</u> | <u>540</u> |
| Historic cost at 31 March | <u>353</u> | <u>353</u> |

6.2 Market value:

| | Held in UK | 31 March 2023 | 31 March 2022 |
|---|------------|---------------|---------------|
| | £000 | Total | Total |
| | | £000 | £000 |
| Investments in a Common Investment Fund | 507 | 507 | 540 |
| | <u>507</u> | <u>507</u> | <u>540</u> |

All investments are held at fair value.

All the Fixed Assets investments are held in a Common Investment Fund with M&G Investments. The main risk from these financial instruments lies in the combination of uncertain investment markets and volatility in yield. The main principle of the investment policy is to protect the real value of capital and generate a steady income stream to maximise contribution towards the costs of central overheads. The investments continue to grow at a steady rate whilst maintaining an increase in investment income year on year.

The investment is benchmarked on a regular basis and the impact of any economic uncertainty is monitored and reported to the Charitable Funds Committee.

6.3 Investment Management Costs

The investments in the M&G unit trust fund incurs an annual charge of 0.47% of the average balance of the funds held by them.

6.4 Analysis of Cash and Cash Equivalents

| | 31 March 2023 | 31 March 2022 |
|--|---------------|---------------|
| | £000 | £000 |
| Cash in hand | 1,273 | 1,063 |
| Notice deposits (less than 3 months) | 0 | 0 |
| Total Cash and Cash Equivalents | <u>1,273</u> | <u>1,063</u> |

The notice deposits are sums held on interest bearing deposit fixed term deposits with the National Loans Fund.
No cash or cash equivalents or current asset investments were held in non-cash investments or outside of the UK.

All of the amounts held on interest bearing deposits are available to spend on charitable activities.

The Countess Charity

7 Analysis of Debtors

| | 31 March 2023 £000 | 31 March 2022 £000 |
|--|-----------------------|-----------------------|
| Amounts falling due within one year: | | |
| Other Debtors | 10 | - |
| Accrued income | 24 | 89 |
| Total debtors falling due within one year | 34 | 89 |

Other debtors represent sums owed at the year end to the charity by a related party, the Countess of Chester Hospital NHS Foundation Trust.

8 Cash at Bank and in Hand

| | 31 March 2023 £000 | 31 March 2022 £000 |
|---|-----------------------|-----------------------|
| Bank balances at 1 April | 1,063 | 699 |
| Net change in year | 210 | 364 |
| Cash and cash equivalents in the statement of cash flows at 31 March | 1,273 | 1,063 |

9 Reconciliation of net income/(expenditure) to net cash flow from operating activities

| | 31 March 2023 £000 | 31 March 2022 £000 |
|---|-----------------------|-----------------------|
| Net income/(expenditure) as per the Statement of Financial Activities | 173 | 391 |
| Gains/losses on investments | 33 | (37) |
| Dividends and interest from investments | (91) | (49) |
| Decrease / (increase) in debtors | 55 | (28) |
| Increase / (decrease) in creditors | (51) | 38 |
| Net cash provided by (used in) operating activities | 119 | 315 |

10 Analysis of Creditors

| | 31 March 2023 £000 | 31 March 2022 £000 |
|--|-----------------------|-----------------------|
| Amounts falling due within one year: | | |
| Other creditors | - | 32 |
| Accruals | 28 | 47 |
| Total creditors falling due within one year | 28 | 79 |

Other creditors represent sums owed at the year end by the charity to a related party, the Countess of Chester Hospital NHS Foundation Trust.

11 Contingent Asset

The charity had been notified of entitlement at the year-end to two bequests through legacies. At this date, the interest of the charity could not be measured reliably as the estates' accounts had not been agreed. After the date of the balance sheet, the estates were finalised and the following gifts were received:

| | Value £000 | Date received |
|----------|---------------|---------------|
| Legacy 1 | 103 | Jun-23 |
| Legacy 2 | 13 | Jul-23 |

The Countess Charity

FUND STATEMENTS AND OBJECTIVES

| TYPE OF FUND | 31 Mar 2023 £ | 31 Mar 2022 £ | DETAILS ON PAGE |
|--|------------------|------------------|--------------------|
| General Purpose Fund | 284,584 | 264,895 | 29 |
| Restricted Funds | 925,007 | 775,924 | 29 |
| Designated Funds | 570,258 | 533,357 | 30 |
| Cumulative Unrealised (Loss)/Gain on investments | 5,867 | 38,856 | |
| | 1,785,715 | 1,613,032 | |

The unrealised loss on investments has been allocated between restricted and unrestricted funds on a percentage of the total balance at the 31st March 2022 as shown on the Balance Sheet in Total Funds.

UNRESTRICTED GENERAL PURPOSE FUNDS

Held by the Countess of Chester NHS Charitable Funds

The General Purpose Fund income is generally available for the benefit of patients, their families and staff.

| Name of Fund | Purpose | Fund Balance Bfwd 31 Mar 2022 £ | Income £ | Expenditure £ | Interfund transfers £ | Cumulative Unrealised Gains & Losses £ | Fund Balance Cfwd 31 Mar 2023 £ |
|--|------------------|---------------------------------------|-------------|------------------|--------------------------|---|---------------------------------------|
| Hospital Fund | General Purposes | 264,895 | 81,880 | (62,191) | - | (15,178) | 269,406 |
| Total Unrestricted General Purpose Funds | | 264,895 | | | | (15,178) | 269,406 |

RESTRICTED FUNDS

Held by the Countess of Chester NHS Charitable Funds

| Name of Fund | Purpose | Fund Balance Bfwd 31 Mar 2022 £ | Income £ | Expenditure £ | Interfund transfers £ | Cumulative Unrealised Gains & Losses £ | Fund Balance Cfwd 31 Mar 2023 £ |
|----------------------------------|---|---------------------------------------|-------------|------------------|--------------------------|---|---------------------------------------|
| Chester Cardiac Fund | Support and improve cardio respiratory services. Staff amenities | 22,880 | - | (12,858) | - | 558 | 10,580 |
| Critical Care Unit | To benefit Critical Care including Staff & Patient Amenities | 21,260 | - | - | - | 1,183 | 22,443 |
| The Babygrow Appeal | To build and equip a new neonatal unit - surplus to 9091 | 195,263 | 15,851 | (45,031) | - | 9,241 | 175,323 |
| Trees Of Life | To improve bereavement care | 23,352 | 9,112 | (8,281) | - | 1,346 | 25,529 |
| Small Appeal - Breast Scanner | Purchase of ultrasound scanner for the Breast Care Unit | 18,058 | 1,248 | (1,721) | - | 978 | 18,564 |
| Small Appeal - Memory Lane | Enhance Wards 50 & 51, which specialise in elderly care | 28,915 | 1,226 | (9,149) | - | 1,168 | 22,160 |
| Small Appeal - Cardiac Equipment | Fund purchase of cardiac equipment | 31,608 | 1,639 | (2,988) | - | 1,684 | 31,943 |
| Small Appeal - Eyesight Appeal | Fund ophthalmology improvements | 14,045 | 728 | (1,328) | - | 748 | 14,193 |
| Charities Together Fund | To utilise monies granted from Charities Together | 63,664 | 30,747 | (63,706) | - | 1,708 | 32,414 |
| Blue Skies Balcony Appeal | To fund the construction of a balcony for Intensive Care patients to access | 241,422 | 225,659 | (104,806) | - | 20,157 | 382,432 |
| Grants & Legacies Fund | Neonatal development | 70,492 | - | - | - | 3,922 | 74,414 |
| Breast Care Unit Fund | To benefit the unit including staff and patient amenities | - | 69,500 | - | - | 3,867 | 73,367 |
| Hospital Fund | General Purposes | 1,044 | 39,588 | - | - | 2,261 | 42,893 |
| Other restricted funds | | 43,920 | 8,270 | (4,617) | - | 2,647 | 50,220 |
| Total Restricted Funds | | 775,924 | | | | 51,467 | 976,474 |

Restricted Funds

The restricted funds have arisen as they are appeals funds and therefore the donors have an expectation that the funds will be spent in the way advertised in the fundraising literature. Once the appeal targets have been reached the remaining funds will be unrestricted to enable the Trustees to utilise the funds in accordance with the objects of the charitable funds.

Restricted funds also arise when a legacy bequest is received, and the legator bequeaths the funds for a specific purpose. These funds are held as restricted funds until the legacy is fully expended.

In addition, the charity applies to grant making bodies for funding to purchase equipment or to support ongoing appeals. These grants are often restricted in nature and only allow us to use the funding in line with the application submitted to the grant making body. These grants are held as restricted until the funding is fully utilised

The Trustee set an opening or closing balance of £10,000 or above as the threshold for the separate reporting of material restricted funds.

The Countess Charity

DESIGNATED FUNDS

Held by the Countess of Chester NHS Charitable Funds

| Name of Fund | Purpose | Fund Balance Bfwd 31 Mar 2022 | Income | Expenditure | Interfund transfers | Cumulative Unrealised Gains & Losses | Fund Balance Cfwd 31 Mar 2023 |
|-------------------------------|--|--|--------|-------------|------------------------|---|--|
| | | £ | | £ | | £ | £ |
| Chester Cardiac Fund | Support and improve cardio respiratory services. Staff amenities | 41,345 | 4,069 | (12,858) | - | (1,736) | 30,820 |
| Coronary Care Unit | Equipment & staff training | 39,397 | 3,632 | (3,752) | - | (2,095) | 37,182 |
| Breast Care Unit Fund | To benefit the unit including staff and patient amenities | 38,778 | 17,668 | (6,399) | - | (2,669) | 47,378 |
| Grant Fund | Receive legacies and administer grants from external grant-making bodies | 5,329 | 3,996 | (7,091) | - | (119) | 2,115 |
| Haematology and Oncology Fund | Benefit the haematology and oncology suite and provide staff & patient amenities | 55,954 | 10,705 | (5,510) | - | (3,261) | 57,887 |
| Neonatal Fund | Funds for the purpose of the neonatal unit. Staff amenities | 65,871 | 9,454 | (21,265) | - | (2,883) | 51,177 |
| Palliative Care | For the ongoing improvement including education and research | 14,222 | 1,515 | (1,612) | - | (753) | 13,372 |
| Patients Amenities | Benefit of patients at Countess of Chester Hospital | 83,409 | 23,018 | (10,058) | - | (5,140) | 91,229 |
| Renal Dialysis Unit Fund | Purchase of equipment for Dialysis Unit, Staff and Patient amenities | 15,234 | 1,654 | (2,838) | - | (749) | 13,300 |
| Staff Amenities | Benefit of staff at Countess of Chester Hospital | 20,225 | 13,743 | (4,687) | - | (1,562) | 27,719 |
| Vascular Surgery | Research expenses & audit | 18,468 | 890 | (1,514) | - | (952) | 16,893 |
| Chester Eye Fund | | 9,735 | 1,993 | (943) | - | (575) | 10,210 |
| Stroke Area Fund | | 7,759 | 3,397 | (933) | - | (545) | 9,678 |
| EPH General Fund | | 4,662 | 27,354 | (11,134) | - | (1,114) | 19,768 |
| Other unrestricted funds | | 112,970 | 20,267 | (15,860) | - | (6,269) | 111,108 |
| Total Unrestricted Funds | | <u>533,357</u> | | | | <u>(30,423)</u> | <u>539,835</u> |