

TRUSTEE ANNUAL REPORT **AND** FINANCIAL STATEMENTS

2023/24



NCH&C
**Charitable
Fund**

NHS

Norfolk Community
Health and Care
NHS Trust



CHARITY COMMISSION
FOR ENGLAND AND WALES



Staff Nurse, Kerry Hemming, meets Bo-peep during a visit by Miniature Donkey's for Wellbeing to the Priscilla Bacon Hospice.

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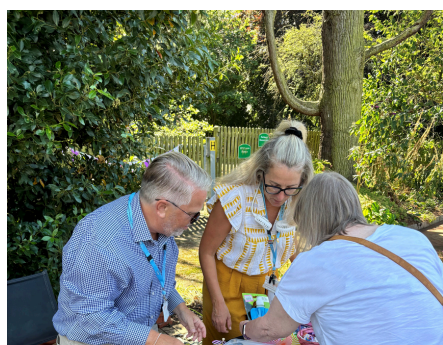
MESSAGE FROM OUR CHAIR

We are a charity that works for the benefit of NHS patients and their families from Norfolk and Waveney. We work closely with all the NHS bodies in the area, not just our corporate trustee – NCH&C NHS Trust.

This is my first report as Chair of the NCH&C Charitable Funds committee, and I would like to thank everyone who has spent time volunteering, or donated gifts or money, as well as our staff who have worked so hard over the last year.

We will continue to focus on helping the population of Norfolk and Waveney to live fulfilling and healthy lives. Please continue to support us, every penny and pound counts.

John Kennedy
Charitable Funds Committee Chair



“WE EXIST TO PROVIDE RESOURCES AND FACILITIES TO MEET THE NEEDS OF OUR NHS PARTNERS PATIENTS AND THEIR FAMILIES. YOUR DONATIONS MAKE THIS WORK POSSIBLE, AND YOUR FUTURE DONATIONS ARE THE KEY TO OUR CONTINUED SUCCESS.”

KEY HIGHLIGHTS OF THE YEAR



This year the Charitable Fund worked on 81 different funding grants.

01.

Significant funding of £186,000 for enhanced patient equipment at the newly opened Priscilla Bacon Hospice (PBH) for NHS palliative patients. These items will support the comfort, dignity and wellbeing of those receiving care and treatment.

02.

Reducing our overall fund balance from £814,000 to £596,000 to demonstrate spending donations in a timely manner according to donor wishes.

03.

Increase in the delivery of support for community patients in their own homes from 2022/23. By working with clinicians, we have been able to understand more of the challenges that patients have at home and provide items to support their independence, engagement in treatment and boost wellbeing and recovery.

04.

Utilising a £29,000 grant from NHS Charities Together (NHSCT) to deliver a customer relationship management database. We also appointed a Charity Marketing and Fundraising Officer to generate more awareness and increase donations to the charity.

05.

Increase in local business support by facilitating corporate volunteering activities that lead to both financial and 'gifts in kind' support.

06.

Delivery of £1,668 in staff training opportunities, providing non mandatory provisions to enhance skills and knowledge for patient care.

WHO WE ARE

Norfolk Community Health & Care NHS Trust Charitable Fund (NCH&C CF) is a registered charity (Reg No. 1051173). We exist to raise funds and receive donations for the benefit of the NHS. By securing donations and legacies, NCH&C CF can provide those little extras that make a real difference for patients, their families and the staff who care for them.

Norfolk Community Health & Care (NCH&C) NHS Trust is an outstanding Trust that provides community-based NHS health and care across Norfolk and Waveney, and is our key partner in fulfilling our charitable aims.

NCH&C NHS Trust operates more than 70 different service locations across Norfolk, serving a population of nearly 900,000 people and employs over 2,300 members of staff.

OUR MISSION

By raising new money and through careful management of our existing funds, NCH&C CF provides a public benefit by making grants to Norfolk Community Health & Care NHS Trust in order to:

Serve the population of Norfolk and Waveney by funding facilities, equipment and research and to support associated healthcare and complementary services for patients of the NHS in Norfolk.

Grants are made in accordance with charity law, our constitution and the wishes and directions of donors. We endeavour to direct funds towards areas that patients and staff tell us are most in need. In 2023/24, grants totalling £265,000 were made.

When considering where to focus our attention, our corporate trustee's board and, members of the charitable funds committee have regard to the Charity Commission for England and Wales's guidance on public benefit and what this means for NCH&C CF.

Our goal is to increase our level of fundraising to achieve a sustainable target of £250k+ a year which will help us work with our NHS partners to support improvement of the health prospects for patients in our community.

WHAT WE'VE ACHIEVED

Our key aim is to serve the NHS patients of Norfolk Community Health & Care NHS Trust for the public benefit.

By funding additional and enhanced equipment, services and activities, we help NCH&C NHS Trust to acquire technologically advanced equipment, provide enhanced patient care and provide additional training opportunities. Our role is not to replace or subsidise NHS healthcare, but to complement it.

By working with the NHS, we aim to enhance the patient experience for people, irrespective of their ethnicity, beliefs, personal or family circumstances. We put this aim into practice by helping the patients, their families and carers, and visitors who are involved in the service by:

01.

Funding medical equipment to support rehabilitation and recovery of medical conditions affecting our patients and delivering enhanced treatments and therapies.

02.

Enhancing the care our hospitals, clinics and community settings can offer through new equipment and building improvements to deliver better facilities and environments.

03.

Investment in the people who work in the NHS in Norfolk to create a caring environment for the patients receiving care, their families and visitors.

04.

Providing direct support to patients by way of information, networking support and better facilities.

We do this through a range of projects funded by your donations, legacies and grants. Highlights from the main programmes undertaken in the year are detailed in this report to give you a wider understanding of the difference we can make together to lives today and in the future.

→ *We couldn't do it without you!*

Physiotherapist, Sue Flute, with traffic cones funded by the NCH&C Charitable Fund.

These cones are used to create a 'driving' course' for patients learning how to manoeuvre a wheelchair at at Pine Cottage, our amputee rehabilitation unit at Colman Hospital, Norwich.



INVESTING IN PATIENT ENVIRONMENTS

The charity has delivered £246,545 in improvements to ward spaces, clinical areas and waiting rooms across Norfolk. This includes upgrading waiting room chairs, adding vibrant artwork and enhancing patient riser recliners, to installing televisions and purchasing smaller items to improve patient dignity and comfort.

We work with colleagues to understand what makes a difference to patients. Our goal is to support their physical and mental health, increase independence and encourage their engagement with rehabilitation. This helps patients to recover quickly and return to their own homes.

Where possible, the charity invests in items that have particular benefits patients. For example, investing in elements such as way marking art, dementia clocks, reminiscence therapy resources and quietly folding screens can help to create a calming and less confusing environment for patients living with Dementia.

The charity continues to invest in outside spaces to provide respite from busy ward areas for patients to meet with family and visitors and to enjoy fresh air and sunshine. The seating and planting provide a peaceful therapeutic space and encourage physical activity which is so important for recovery.

Shiny, new and super lovely!



In September 2023, the NCH&C Priscilla Bacon Lodge team moved from Colman Hospital to the newly built Priscilla Bacon Hospice, funded by a capital appeal run by Priscilla Bacon Hospice Charity. NCH&C Charitable Fund provided £186,000 to fund enhanced equipment, furniture and resources that would improve the comfort and quality of the environment.

Using historical legacies that were generously bequeathed to the original Priscilla Bacon Lodge fund, enhanced items were purchased to create a less clinical feeling space for palliative patients, their families and visitors.

This investment included 65 day chairs, 19 televisions, kitchen appliances, lounge furniture and physio, art, play and music therapy resources. These provide a higher level of comfort, additional therapy and dignity to comfort patients, visitors and families at such a difficult time.

CASE STUDY:

COMMUNITY PATIENT SUPPORT

Much of the care delivered by NCH&C NHS Trust takes place within patient homes across Norfolk. Our community teams help to manage patient health and medical conditions to minimise the need for them to be in hospital.

The charity has worked closely with community teams who deliver care. We have funded dignity packages for patients who have little support or are not able to obtain supplies. These packages contain simple toiletries like soap and a clean towel that can make patients more comfortable and relieve symptoms, particularly during palliative treatment. In addition, we have supported Looked After Children by funding stress balls to help minimise the anxiety children might feel while waiting for and during medical assessments and appointments.



We help patients manage their long term medical conditions by funding items such as handheld fans for patients with lung conditions and special drinking cups for patients with dysphagia.

To provide practical support, the charity has funded temporary wheelchair ramps for patients who were awaiting more permanent home adjustments to give them independence and enable them to move around and attend appointments easier.

Mobile hoists have been funded to enable community nursing staff to move patients safely in emergency situations. These items give staff the tools to respond agilely and quickly to circumstances and provide quicker comfort and treatment for patients often without the need to call an ambulance.

WORKING WITH CORPORATE PARTNERS

This year, we worked with five local businesses and numerous internal NCH&C teams to deliver over 280 hours of employee volunteering. These activities can help support teambuilding, boost staff morale and support mental health.

During 2023/24, we increased our engagement with local businesses by offering corporate volunteering opportunities to support the development of outside spaces for patients, visitors, and staff.

The statutory NHS budget does not stretch to funding extensive gardening areas. The resource, skills and financial support provided by local business enables the charity to maintain funded spaces and create areas where patients can engage with rehabilitation and horticultural therapies.

These green spaces provide a wonderful respite for patients, visitors and NHS staff from the busy ward environment. They help to support mental wellbeing, recovery and resilience.



Working hard!

“WE HAVE DONE MANY VOLUNTEERING DAYS IN OUR YEARS AT AVIVA BUT THIS ONE WAS BY FAR THE MOST SIGNIFICANT. WE ARE SO PLEASED THAT OUR EFFORTS WILL HELP PEOPLE ADMITTED TO YOUR HOSPITAL, WHO ARE FACING SUCH ADVERSITY IN THEIR LIVES.”

SUPPORTING STAFF WELLBEING

Having access to a clean and well equipped space provides staff with the opportunity to rest away from the busy work area, to promote recovery and resilience and enable them to continue the delivery of excellent patient care and treatment. This year the charity worked in partnership with the Estates and Facilities teams to identify staff welfare areas that were in need of refurbishment.

In 2020, we received a £10,628 legacy from a local patient who attended Wymondham Health Centre over a period of time for treatment for a long-term medical condition. The funds were used to upgrade the patient waiting area by replacing the furniture, redecoration and artwork to create a more welcoming area for patients.



This upgraded space has provided a welcoming area that encourages staff to take breaks away from the clinical or office environment to support their physical and mental wellbeing.



The staff room was redecorated in fresh invigorating colours, and the mismatched, furniture replaced with new comfy seating, where staff can hold meetings, take breaks and make food and refreshments.



“WOW, ‘I LOVE IT! IT MAKES THE ROOM LOOKS MUCH BIGGER AND THE ARMCHAIRS ARE GREAT. YOU’VE CREATED A VERY CALM, WELCOMING SPACE FOR STAFF AND PATIENTS, THANK YOU.”

FUNDING INNOVATIVE TECHNOLOGY

While the NHS budget supports a wide range of essential services, it does not always cover the cost of the latest technological innovations. That's where our charity steps in. Through the generosity of our supporters, we provide grants to purchase cutting-edge equipment that the NHS alone cannot fund.



A personal health monitor wireless mobile ECG for arrhythmia interpretation – enabled The Thetford Community Nursing team to track patients heart rhythm and rate. This non statutory piece of kit provides additional information for identifying risks that otherwise may not be found. This can lead to further in-depth assessment or testing for prompt treatment.

At the heart of our mission is the commitment to enhance the quality of care for our patients. One way we achieve this is by investing in state-of-the-art technology that enables our hospitals to provide the highest standard of medical care.

From vibrant artwork and enhancing patient riser recliners to installing televisions, these smaller items help to improve patient dignity and comfort.

By working with NCH&C clinical teams, we identify equipment that - although not essential - could deliver significant benefits to improve or speed up recovery outcomes for our patients.

This vital support allows us to bring advanced technology to our hospitals, directly benefiting our patients by improving diagnosis, treatment, and overall care.

“OUR PATIENT HAD A PAST HISTORY OF STROKE, AND HAD EXPERIENCED MINOR FALLS OUT OF A RECLINER CHAIR. WE USED THE TILT IN SPACE FUNCTION ON OUR NEWLY FUNDED MULTIADJUST SPECIALIST CHAIR TO PREVENT HIM SLOUCHING TO THE EDGE OF THE CHAIR, AND THERE WERE NO INCIDENTS AFTER THAT. THE PATIENT LOOKED A LOT MORE UPRIGHT, HAD THE ABILITY TO CONTROL HIS POSTURE BUT COULD HAPPILY RELAX WITHOUT SLIPPING. HE SAID IT WAS VERY COMFORTABLE.”

CASE STUDY:

MILL LODGE ACHEEVA BED

In 2023, Alan Boswell Charitable Trust kindly provided a grant of £7,000 to fund an acheeva bed for Mill Lodge.



Mill Lodge is a state-of-the-art Adult Learning Disability Respite Unit in Taverham that supports individuals with a learning disability and complex physical and health needs who are living at home with their families. The team identified that for some patients, trying to engage in therapy was proving more difficult as they were limited to either using a wheelchair or in a bed.

This special piece of equipment enables greater participation in activities for patients when positioned in alternative postures to sitting. The versatility of having a height adjustable, manoeuvrable system that enables positioning in prone, supine and side lying is invaluable in caring for a person with disabilities.

The Acheeva bed enables patients to participate in rehabilitation and engagement activities in more comfortable positions other than a wheelchair or a bed for greater inclusivity.

The bed also eliminates the need for a hoist and therefore reduces the time staff spend on preparing patients for activities and provides more time for fun and entertainment.

“MY DAUGHTER STAYS AT MILL LODGE EACH MONTH. THIS BED MEANS SHE CAN TAKE TIME OUT OF HER WHEELCHAIR, WHILST STILL BEING INVOLVED WITH OTHER YOUNG PEOPLE AND STAFF. THANK YOU SO MUCH.”

NHS CHARITIES TOGETHER DEVELOPMENT GRANT

NHS Charities Together distributed £29,000 to the charity to increase capacity and support our development and growth.

In November 2023, we implemented a new customer relationship management database to store donor records in line with GDPR guidance, to improve our stewardship. The database will enable us to correctly capture information and communicate better with supporters who have consented to contact to keep them updated about news and developments. This system will enable the team to communicate to donors the difference that their support has made to patients and staff.

The grant also enabled us to recruit Kerry Brind, as a part time Charity Marketing and Fundraising Officer in January 2024 for a one-year contract to support the delivery of a number of key marketing initiatives to raise the profile and income for the charity.



Charity Development and Project Manager Carol Plunkett, with Director of Nursing and Quality, Carolyn Fowler, at the NCH&C Charitable Fund Spring Fair.



MONEY RECIEVED AND MONEY SPENT

The following figures are taken from the full accounts approved on 30 June 2024; for more details, please refer to the full accounts.

MONEY RECIEVED: £156,469

MONEY SPENT: £392,609

Planned overspend!

This part of the trustee's annual report comments on key features of those accounts. In this section we explain how we raised the money and then how we spent it.

NCH&C CF can only continue to support the work of Norfolk Community Health & Care NHS Trust and our other partners for as long as we receive generous donations. Most of our income comes from the voluntary efforts of the general public. This year we had a planned overspend of £236,140 in order to expend historical legacy funds according to donor wishes.

OUR FUNDRAISING PRACTICES

The Charity team organises fundraising events and co-ordinates the activities of supporters both in inpatient facilities and in the wider community. NCH&C CF does not use professional fundraisers or commercial participators. There have been no complaints about fundraising activity this year.

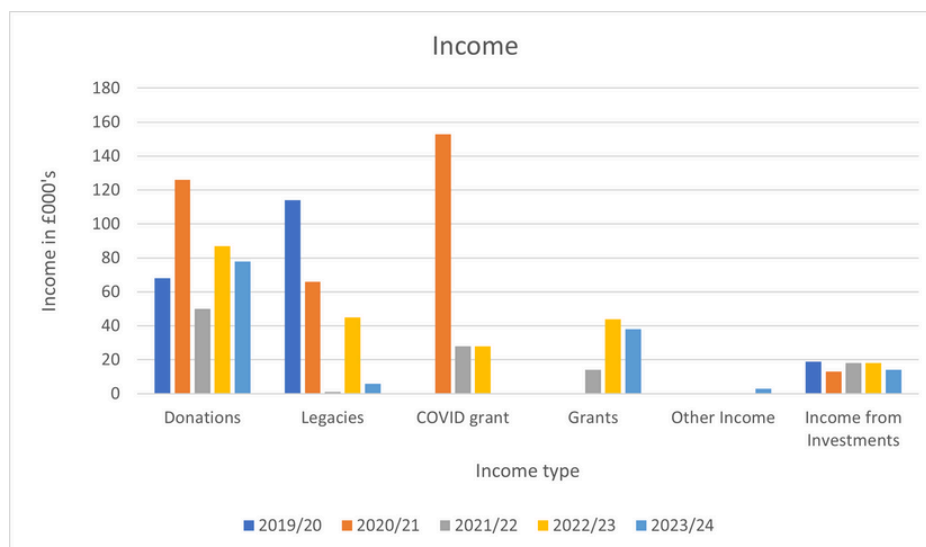
The Fundraising Regulator publishes the Code of Fundraising Practice that sets the standards for fundraising carried out by charities and third-party fundraisers in the UK. The Fundraising Regulator is the independent regulator of charitable fundraising in England, Wales and Northern Ireland. In Scotland, the Scottish Fundraising Standards Panel is the regulator.



MONEY RECIEVED:

SOURCES OF FUNDS

The chart below shows our main sources of income over the past five years. Our largest source of income continues to be gifts and donations from the public.



Our largest source of income is given by our local community and increasingly through grants from external Trusts and Foundations. We are no longer receiving Covid grants, but the learnings from those applications have provided us with a framework to make further applications for other Trust activities and projects.

The public continue to be our main supporters. However, donations in general are declining and this is partly due to the cost-of living crisis and also systematic changes post pandemic. We continue to look at increasing the ways that people can give and in particular provide ways that people can give digitally, volunteer or offer gifts in kind.

We have seen a gradual decline in the number of legacies bequeathed to the charity. There are plans to engage in a legacy campaign, to inform potential legators of the difference their gift can make in the future.

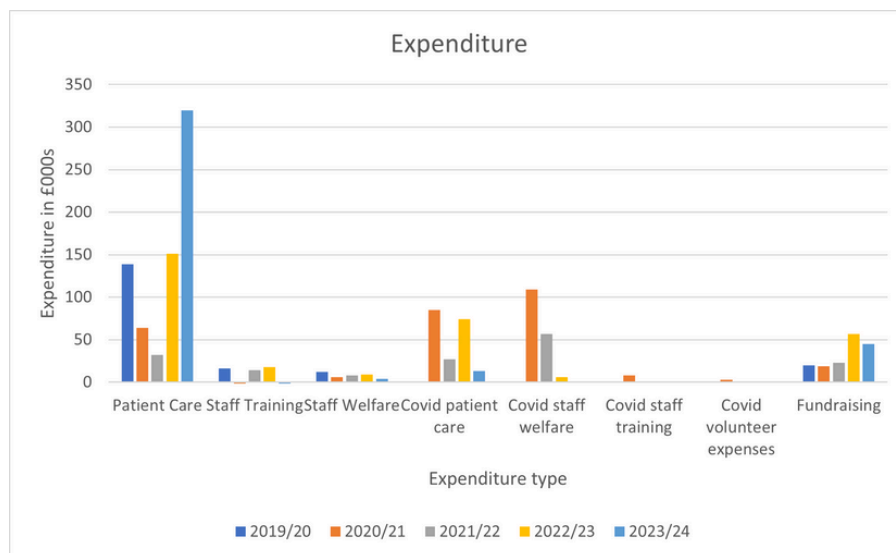
The Committee are reviewing how to obtain the best returns for funding that is not required in the short term.

We continue to cultivate our ongoing relationships with the Hospital League of Friends groups; they provide grants that support the Trust above and beyond the NHS standard funding.

MONEY SPENT:

WHAT WE SPENT THE MONEY ON

We are a grant making charity and work closely with clinicians across the Trust who identify opportunities to benefit patients and submit those applications for funding from designated funds.



We have spent the Covid-19 recovery grant of £55,000 received from NHS Charities Together. This was spent mainly on staff and patient well-being activities.

We have received several requests from teams to support patients, including our dietetics service in providing up-to-date information on management of conditions such as diabetes for patients in community clinics.

During the continued cost of living crisis, we have funded staff welfare and support in collaboration with the Trust and other sponsors. Food packages and snacks have been distributed to all staff across the community to have a positive impact on their wellbeing and resilience.

As the charity is self-funded, a proportion of our funds are spent on running and operational costs. This includes staff salaries, memberships and software subscriptions

We are always focussed on achieving value for money. To ensure the money is well spent, applications for general fund grants include questions about the objectives, impact, and success criteria for the proposed project.

OUR FUTURE PLANS:

WHAT WE'LL DO WITH DONATIONS

We will achieve our mission by working with the NHS to develop the facilities to improve the treatment that patients receive. Our clinicians are the experts and can guide us to spending funds to obtain maximum benefits to patient care. Your support makes these plans possible and to help us please do consider making a donation.

01.

Expand our fundraising activities to stabilise incomes and achieve our long-term goal of raising £250,000 every year. As part of this we will improve the effectiveness of our marketing to drive up donations and legacies.

02.

Continue to make grant applications to external providers and work more collaboratively on projects with Hospital League of Friends Groups in order to achieve their and our objectives.

03.

We want to reduce our fund balance of £500,000 in order to spend funds in a timely manner and according to the wishes of our donors by working closely with fund holders.

04.

Increase our funding for staff wellbeing and welfare to achieve a target of 10% of overall expenditure to support resilience and recovery for the continuation of patient care.

05.

Use charitable funds to maintain and improve patient environments such as equipment and buildings, beyond statutory requirements.

06.

Deliver of a new website to help tell the story of our charity and demonstrate impact, as well as providing a one-stop shop for resources. The site will enable us to accept donations, boost fundraising, build trust with supporters, and achieve so much more for patients.

HOW WE MANAGE OUR MONEY:

OUR GRANT MAKING POLICY

NCH&C CF makes grants from both its unrestricted and restricted funds. The grants from restricted funds must be used in accordance with the conditions attached to the donation.

This year the Hospital Saturday fund approved a restricted grant of £1,500 for sensory equipment at Mill Lodge – this grant has now been spent. Within the unrestricted funds, grants are made from general funds, designated (earmarked) funds and designated research funds:

- **General funds.** These funds are received by NCH&C CF with no particular preference expressed by donors. Grants are particularly targeted at projects in areas of the Trust that do not have available designated funds to assist them, or where the benefits are system wide.
- **Designated funds.** These funds are established for a specific part of the service, patient group or activity nominated for support by the donor. They are overseen by fund holders who can make recommendations on how to spend the money within the designated area. Fund advisors' applications are generally accepted if they fit our criteria, and these funds can be spent at any time.
- NCH&C CF manages an endowment, which cannot be spent but which produces an income. The income is credited to a designated fund to promote the preservation of health and recovery of patients and former patients of the Swaffham Hospital.

HOW WE AWARD GRANTS

The charity undertakes surveys of all grants awarded over £10,000 and a sample of smaller grants to establish the extent to which the intended benefits have been realised. We ask the applicant what the outcome of the grant was both in terms of what they spent the money on and what difference it made to the medical care and treatment of patients. This information informs future grant making policy as well as providing a basis for assessing our performance.

We also ask fund advisors who have spent more than £10,000 in the year to provide a brief report on what they spent the money on and the difference it made to the medical care and treatment of patients.

HOW WE MANAGE OUR MONEY:

OUR RESERVES POLICY

The charitable funds committee has established a reserves policy as part of its plans to provide long term support to NCH&C CF.

The charitable funds committee calculate the reserves as that part of the charity's unrestricted income funds that is freely available after taking account of designated funds that have been earmarked for specific projects. The free reserves currently stand at £39,500 and are calculated as follows:

Total unrestricted funds of £488,885
Less designated funds £449,385
Total free reserves £39,500

The charitable funds committee intends that designated funds are spent within a reasonable period of receipt and therefore expects to only maintain reserves sufficient to provide certainty of funding for the delivery of committed grant making for a period of three months.

The minimum recommended reserves target is £39,000 which would cover three months of operating costs. Therefore, reserves held are within our target range. The ongoing impact of the cost-of-living crisis, and the increasingly challenging public funding environment makes it harder to secure public donations for our general fundraising efforts.

The charitable funds committee expects that designated funds will be spent within three years. It therefore regularly reviews the balances held in designated funds against this benchmark unless it has been agreed that a different period is more appropriate based on the reason for the designation.

Where the fund has not been spent within three years, the charitable funds committee will determine whether the fund is likely to be committed soon and the extent to which there is a continuing need for the particular designated fund(s). Where it is decided that the designation is no longer necessary or the designated fund has been inactive for more than five years, the funds are closed and transferred to general unrestricted reserves.

ABOUT OUR INVESTMENTS

Our investments are managed by Barratt & Cooke with the objective to maximise the income receivable whilst allowing a degree of capital growth. Since these funds represent unrestricted income funds including reserves, the emphasis is on maintaining a high level of liquidity and a low to moderate investment risk.

The governing documents allows the trustee to invest in a wide range of shares and investments, provided they are not speculative.

The portfolio is structured to permit a range of investments intended to yield a competitive rate of return in difficult market conditions.

In addition, the charitable funds committee has decided not to invest in tobacco or alcohol securities or fossil fuels because of the proven links between smoking, pollution and poor

health which would make such investments contrary to our charitable aims.

Investment performance is monitored by the charitable funds committee by reviewing regular reports from the investment managers. The movement in the stock market affects the value of our investments. This year we have an unrealised gain of £18,000 or 2.5%. This makes little difference to the day-to-day running of the charity until the point that we have to sell our investments and realise the gain or loss.



VOLUNTEERS

On behalf of the trustee body, the charitable funds committee would like to pay tribute to:

- The members of staff who give of their time out of hours in support of the work of the NCH&C CF, in developing ideas for funding and working with us to identify how we can improve patient care.
- Our fundraisers who do so much to encourage others to enrich lives through donations and fundraising activities.
- Our wonderful garden volunteers who help to maintain the charity funded outdoor spaces across the Trust.



HOW TO CONTACT US

The charity office and principal address of NCH&C CF is:

Norfolk Community Health & Care NHS Trust Charitable Fund
Woodlands House
Norwich Community Hospital
Bowthorpe Road
Norwich
NR2 3TU

Email: charitablefund@nchc.nhs.uk

The corporate trustee, NCH&C NHST Trust principal address is:

The Chief Executive
Norfolk Community Health & Care NHS Trust
Woodlands House
Norwich Community Hospital
Bowthorpe Road
Norwich
NR2 3TU

Email: chief.exec@nchc.nhs.uk



*We'd love to
hear from you!*

HOW WE ORGANISE OUR AFFAIRS: REFERENCE AND ADMINISTRATIVE DETAILS

The NCH&C CF are registered with the Charity Commission under the single Registered Number 1051173.

Formerly known as the Norwich Community Health Partnership NHS Trust Charitable Fund, the governing document is a deed dated 6 November 1995.

Our objects are 'for any charitable purpose or purposes relating to the National Health Service'.

TRUSTEE ARRANGEMENTS

The NCH&C NHS Trust is the sole corporate trustee of the charity. The corporate trustee's responsibilities are therefore carried out by NCH&C's board of directors. The board is appointed in accordance with the Trust constitution. Details of NCH&C board membership can be found in its annual report and accounts and on its website.

As NCH&C CF has a corporate trustee it is, in accounting terms, controlled by NCH&C and is therefore its subsidiary. Financially, the charity is not material to NCH&C, so it is not consolidated into the Trust's accounts.

NCH&C's board meet annually as corporate trustee to:

- review and approve NCH&C CF strategic plan
- re-appoint or appoint members of the charitable funds committee and
- approve the trustee's annual report and accounts for the year.

The board of directors of NCH&C delegate responsibility for the day-to-day management of the NCH&C CF to the charitable funds committee in accordance with the scheme of delegation and standing financial instructions.

They are responsible for fulfilling the corporate trustee's strategic plan and working with professional advisors and representatives of NCH&C NHS Trust who provide various services, such as procurement, financial, estates and marketing to the charities.



TRUSTEE ARRANGEMENTS

The charitable funds committee comprises two executive members of the board and two non-executive members. Other members of NCH&C staff are invited to attend committee meetings but do not have a vote at those meetings. During the year, the committee members were:

- Andrew Williams Committee Chair, Non-Executive Director (till X)
- Andrew Hopkins Director of Finance and Performance
- Dr Venu Harilal Medical Director
- John Kennedy Non-Executive Director

Very important folk!



Members of the charitable funds committee are selected to give the charity a good mix of appropriate professional skills – for example, medical, finance, investment and fundraising.

New members of the charitable funds committee are provided with an induction pack consisting of the governing documents, previous annual reports and accounts, policies and procedures of the Charity as well as the HFMA's Practical guide: NHS charitable funds and the Charity Commission for England and Wales's guidance.



OUR STAFF AND ADVISORS

NCH&C CF has two full time staff; Mrs Carol Plunkett is the Charity Development and Project Manager and Mrs Tracy Harvey is the Charity Finance and Administration Officer. We have also appointed Mrs Kerry Brind as Charity Marketing and Fundraising Officer on a one-year contract.

Our awesome charity team!



The charitable funds committee is also assisted by a number of professional advisors, as detailed below:

Bankers:

Barclays Business Banking
3 St James Court
Whitefriars
Norwich
NR3 1RJ

Independent examiners:

Larking Gowen LLP
1st Floor Prospect House
Rouen Road
Norwich
NR1 1RE

Investment Managers:

Barratt & Cooke Ltd
5-6 Opie Street
Norwich
Norfolk
NR1 3DW

Legal advisors:

Mills & Reeve
1 St. James Court
Whitefriars
Norwich
NR3 1RU

Members of the charitable funds committee are not trustees in their own right, but act on behalf of the corporate trustee.

KEY MANAGEMENT PERSONNEL

REMUNERATION

NCH&C's board members are executive members or non-executive members who are remunerated in accordance with the NCH&C's constitution. None of the board members are specifically paid in relation to NCH&C CF.

The board of the corporate trustee and the Director of Finance make up the key management personnel of the charity. They are in charge of:

- directing and controlling the charity
- running and operating the charity on a day-to-day basis.

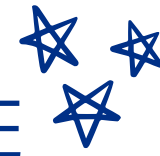
Members of NCH&C's board are required to disclose all relevant interests and register them with the trust fund director and withdraw from decisions where a conflict of interest arises. All related party transactions are disclosed in note 2 to the accounts. NCH&C CF is fully recharged by the Trust for the employment costs relating to the Charity Development and Project Manager, along with those of the Charity Finance and Administration Officer, Charity Marketing and Fundraising Officer, and other finance personnel costs.



RISK ANALYSIS

As part of the business planning exercise carried out during the year, the Charitable Funds committee has considered the major risks to which NCH&C CF is exposed.

They have reviewed systems and identified steps to mitigate those risks. Three major risks have been identified and arrangements have been put in place to mitigate those risks.



FUTURE LEVELS OF INCOME

NCH&C CF is reliant on voluntary donations to allow it to make grants to NHS bodies. If income falls, then the charity would not be able to make as many grants or enter into longer term commitments with the NHS bodies it supports

NHS waiting times for treatment are getting longer – this is partly due to the impact of the pandemic, but demand also continues to rise. There is a risk that the public's goodwill for the NHS will reduce making fundraising more difficult.

The cost of living remains a significant pressure on many people's lives. This is continuing to have an impact on the amount that people are able to donate to charity and is being closely monitored.

The committee mitigates the risk that income will fall by supporting the fundraising endeavours of the charity team. Fundraising activity is regularly benchmarked against our peers and reviews are undertaken after campaigns and events to understand what worked well and how things could be done better.



FALL IN INVESTMENT RETURNS

NCH&C CF generates additional income from investing its cash balances, so the committee considers the loss of investment income to be a financial risk. The risk is mitigated by retaining expert investment managers, having a diversified investment portfolio and regularly reviewing that portfolio.

The committee makes use of benchmarking information when reviewing the portfolio.

The what if...

UNFORESEEN CHANGES IN THE OPERATION OF THE NHS

The NHS is, by its very nature, is subject to national changes in government policy as well as local politically driven decisions. The charitable funds committee has identified this as a risk as it may mean initiatives or healthcare activities supported by NCH&C CF are no longer delivered in the Norfolk area. The committee regularly liaises with NHS partners to understand the changes that they are facing at an early stage, and shares it's operational plans accordingly.

WIDER NETWORKS

NCH&C CF is one of over **230 NHS linked charities** in England and Wales who are eligible to join NHS Charities Together. As a member charity, we can discuss matters of common concern and exchange information and experiences, join together with others to lobby government departments and others, and to participate in conferences and seminars which offer support and education for our staff and members of the charitable funds committee.

As a member of NHS Charities Together, we have also been very grateful to receive grants from their national emergency appeal and ongoing grants program.



RELATED PARTIES

NCH&C is the corporate trust of NCH&C CF and is therefore a related party. NCH&C CF has fostered close relationships with local Hospital League of Friends Groups that support community hospitals and provide grants to benefit patients and staff.

However, they retain their independence to act in the best interests of NCH&C and the charity's beneficiaries.

STATEMENT OF TRUSTEE RESPONSIBILITIES

The law applicable to charities in England and Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the Trustee should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 charity will continue in operation.

The Trustee is also responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity, and which enable them to ascertain the financial position of the charity, and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the Trust Deed.

The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustee confirms it has met the responsibilities set out above and complied with the requirements for preparing the accounts on a going concern basis. The financial statements and notes to the accounts set out on pages 34 to 49 attached have been compiled from and are in accordance with the financial records maintained by the Trustee.

By Order of the Trustee. Date 23/10/2024



Andrew Hopkins, Director of Finance and
Performance on behalf of the Corporate Trustee



John Kennedy, Chair of the Charitable Funds
Committee on behalf of the Corporate Trustee

Independent Examiner's Report to the Trustee of Norfolk Community Health and Care NHS Trust Charitable Fund

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024 which are set out on pages 34 to 48.

This report is made solely to the Trustee, as a body, in accordance with section 149 of the Charities Act 2011 and regulations made under section 149 of that Act. My work has been undertaken so that I might state to the Trustee those matters that are required to be stated in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the Trustee as a body, for this examination, for this report, or for the statements made.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 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:

Giles Kerkham, FCA DChA

Larking Gowen LLP

Chartered Accountants

1st Floor Prospect House
Rouen Road
Norwich
NR1 1RE

Date: 9 November 2024

Statement of Financial Activities for the year ending 31 March 2024

	Note	Unrestricted Funds 2023/24 £'000	Restricted Funds 2023/24 £'000	Endowment Funds 2023/24 £'000	Total Funds 2023/24 £'000	Total Funds 2022/23 £'000
Income and Endowments from:						
Donations, legacies and Gifts in Kind	2.1	105	(8)	0	96	132
Charitable activities	2.2	0	43	0	43	72
Income from investments		9	0	6	15	18
Transfer between funds	9	10	(4)	(6)	0	0
Total incoming resources		124	31	0	154	222
Expenditure on:						
Charitable Activities	4.2	(346)	(20)	0	(366)	(304)
Fundraising costs	4.1	(19)	0	0	(19)	(11)
Marketing Resource	4.1	(2)	0	0	(2)	0
Governance costs	4.2	(2)	0	0	(2)	(2)
Amortisation	5.2	(2)	0	0	(2)	(2)
Total expenditure		(371)	(20)	0	(391)	(319)
Net incoming/(outgoing) resources before other recognised gains/(losses)		(247)	11	0	(236)	(97)
Net gains/(losses) on investments	5	16	1	1	18	(24)
Net movement in funds		(231)	12	1	(218)	(121)
Reconciliation of funds:						
Total funds brought forward		720	59	35	814	935
Total funds carried forward	10	489	71	36	596	814

The notes on pages 36 to 47 form part of these accounts

Balance Sheet at 31 March 2024

	Note	Unrestricted funds 31 March 2024 £'000	Restricted funds 31 March 2024 £'000	Endowment funds 31 March 2024 £'000	Total funds 31 March 2024 £'000	Total funds 31 March 2023 £'000
Fixed assets:						
Intangible Assets - Harlequin	5.2	1	0	0	1	3
Investments	5.1	467	15	36	518	700
Total fixed assets		468	15	36	519	703
Current assets:						
Debtors	6	6	44	0	50	68
Cash at bank and in hand		137	53	0	190	267
Gifts in Kind Stock		0	0	0	0	0
Total current assets		143	97	0	240	335
Liabilities:						
Creditors falling due within one year	7	(122)	(41)	0	(163)	(224)
Net current assets / (liabilities)		21	56	0	77	111
Total net assets / (liabilities)		489	71	36	596	814
The funds of the charity:						
Unrestricted funds		489	0	0	489	720
Restricted funds		0	71	0	71	59
Endowment funds		0	0	36	36	35
Total charity funds	10	489	71	36	596	814

Approved by the Charitable Funds Committee at its meeting on 23 October 2024.



— John Kennedy

Chair of the Charitable Funds Committee on behalf of the Corporate Trustee

Notes to the financial statements

1. Accounting Policies

The policies adopted by the charity in preparing these financial statements are described below. They have been applied consistently in dealing with items considered material in relation to the financial statements.

(a) Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception of investments which are measured at fair value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) effective 1 October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

Additional information is provided where it is believed to be useful to the reader.

The Trustee considers there are no material uncertainties about the charity's ability to continue as a going concern. Whilst the Covid-19 pandemic has had an impact on the Charity, it is not such a significant impact as to affect the charity's ability to continue as a going concern. These financial statements have therefore been prepared on a going concern basis.

There are no material uncertainties affecting the financial statements. Fundraising income is almost back to pre-pandemic levels but continues to be affected by the cost-of-living crisis. As a grant making charity with few on-going commitments, reduced income will impact on the level of new grants that can be made in the short term rather than affecting the charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

(b) Funds structure

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified either as a restricted income fund, where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose or as an endowment fund, where the charity restrictions only permit the income of the fund being expended as per the donors wishes.

Unrestricted income funds comprise those funds which the Trustee is free to use for any purpose in furtherance of the charitable objectives. Unrestricted funds include designated funds, where the donor has made known their non-binding wishes or where the Trustee has, at its discretion, created a fund for a specific purpose.

(c) Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable (more likely than not) the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

Where there are terms or conditions attached to incoming resources, these terms or conditions must be met before the income is recognised. Where terms or conditions have not been met or uncertainty exists as to whether they can be met then the relevant income is not recognised in the year. If received, incoming resources with unmet terms or conditions are deferred and shown on the balance sheet as deferred income.

(d) Incoming resources from legacies

Legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable. Receipt is probable when:

- confirmation has been received from the representatives of the estate that probate has been granted;
- the executors have established there are sufficient assets in the estate to pay the legacy; and
- all conditions attached to the legacy have been fulfilled or are within the charity's control.

If there is uncertainty as to the amount of the legacy and it cannot be reliably estimated then the legacy is shown as a contingent asset until all the conditions for income recognition are met.

(e) Incoming resources from endowment funds

The incoming resources receivable from the investment of endowment funds are restricted for NHC&H charity and have been earmarked in accordance with the donor's stated wishes.

(f) Incoming resources from donations in kind

Gifts in kind, such as food and care packages are not accounted for when they are accepted and immediately distributed unless a single donation is material.

Gifts of tangible assets such as microwaves and fridges 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.

(g) Resources expended and irrecoverable VAT

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- there is a present legal or constructive obligation resulting from a past event;
- it is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement; and
- the amount of the obligation can be measured or estimated reliably.

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

(h) Recognition of expenditure and associated liabilities as a result of a grant

Grants payable are payments made in furtherance of the charitable objectives of the funds held on trust, primarily being relief of those who are sick.

Grant payments are recognised as expenditure when the conditions for their payment have been met or where there is a constructive obligation to make a payment.

A constructive obligation arises when:

- the charity has communicated its intention to award a grant to a recipient who then has a reasonable expectation that they will receive a grant or
- the charity has made a public announcement about a commitment which is specific enough for the recipient to have a reasonable expectation that they will receive a grant or
- there is an established pattern of practice which indicates to the recipient the charity will honour its commitment.

The Trustee has control over the amount and timing of grant payments and consequently where approval has been given by the Trustee and any of the above criteria have been met the a liability is recognised. Grants are not usually awarded with conditions attached. However, when they are, then those conditions must be met before the liability is recognised.

(i) Allocation of support and governance costs

Support costs are those costs which do not relate directly to a single charitable activity. These include some staff costs, costs of administration and some of the overhead costs of the Corporate Trustee's. Governance costs include external examination, and any other regulatory fees. The analysis of support and governance costs are shown in note 4.

(j) Fundraising costs

The costs of generating funds are those costs attributable to generating income for the charity, other than those costs incurred in undertaking charitable activities. Fundraising costs include some of the salaries as well as expenditure for fundraising activities.

(k) Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs. The total costs of each category of charitable expenditure therefore include support costs and an apportionment of overheads.

(l) Fixed asset investments

Investments are a form of basic financial instrument. Fixed asset (non current) investments are initially recognised at their transaction value and are subsequently measured at their fair value (market value) at the balance sheet date (31 March each year). The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year. Quoted stocks and shares are included in the balance sheet at the current market value quoted by an investment analyst.

The main form of risk to the charity's financial assets is that of volatility in equity and bond 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.

(m) Debtors

Debtors are amounts owed to the charity. They are measured at their recoverable amount.

(n) 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.

(o) Creditors

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

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

(q) Staff costs and pensions

NCHC Trust fully re-charged NCHC Charitable Fund for the 2.08 members of staff who work full time for the charity.

Staff members belong to the NHS Pension Scheme which is an unfunded defined benefit scheme which is accounted for as a defined contribution scheme. The recharge from NCHC Trust includes the employee contributions to that scheme. For more information on the NHS Pension Scheme refer to the NCHC Trust annual report and accounts.

(r) Intangible assets

Intangible assets are non-monetary assets without physical substance which are capable of being sold separately from the charity's business or which arise from contractual or other legal rights. They are recognised only where it is probable that future economic benefits will flow to, or service potential be provided to the charity, and where the cost of the asset can be measured reliably.

Intangible fixed assets are amortised at rates calculated to write them down to estimated residual values on a straight line basis over their estimated useful lives. Computer software is expected to have a useful life of 5 years.

Note 2.1 Income from donations, legacies and Gifts in Kind

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	2023/24	2023/24	2023/24	2023/24
	£'000	£'000	£'000	£'000
Donations	92	(8)	0	84
Legacies	6	0	0	6
Gift Aid	3	0	0	3
Gifts in Kind	1	0	0	1
Other income	3	0	0	3
Donations, legacies and GIK total	105	(8)	0	97

Donations includes gifts from members of the public, relatives of patients and staff, as well as funding from organisations such as leagues of friends and similar support groups.

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	2022/23	2022/23	2022/23	2022/23
	£'000	£'000	£'000	£'000
Donations	45	38	0	83
Legacies	45	0	0	45
Gift Aid	3	0	0	3
Gifts in Kind	1	0	0	1
Other income	0	0	0	0
Donations, legacies and GIK total	94	38	0	132

Note 2.2 Analysis of income from charitable activities

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	2023/24	2023/24	2023/24	2023/24
	£'000	£'000	£'000	£'000
Stage 3 grant from NHS Charities Together	0	0	0	0
NHS Charities Together Development grant	0	0	0	0
Grants other	0	43	0	43
Charitable activities total	0	43	0	43

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	2022/23	2022/23	2022/23	2022/23
	£'000	£'000	£'000	£'000
Stage 3 grant from NHS Charities Together	0	28	0	28
NHS Charities Together Development grant	0	29	0	29
Grants other	5	10	0	15
	5	67	0	72

In 2020/21, 2021/22, 2022/23 the charity received grants from the NHS Charities Together Covid-19 emergency appeal. Other grants have come from other charities.

Note 3. Role of volunteers

The charity benefits from volunteers to assist with its functioning. They perform two main roles:

- Fund Holders advise and approve the strategic spend of designated funds for their directorate. Fund Holders report on the positive impact large expenditure has on the beneficiaries of the request.
- The Charitable Funds Committee provide an assurance role in enabling the charity to manage how its designated funds are spent. Their role is to assist the Trustee in ensuring that funds are spent appropriately, ensuring that funds are spent in accordance with the Objects of the charity and on activities over and above those normally expected to be provided through NHS funds.

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

Note 4. Expenditure

The charity incurs three broad types of expenditure:

- grant funded activity. The charity mainly pursues its charitable activities by making grants rather than directly undertaking charitable activities;
- fundraising costs; and
- support costs.

Grant funded activity is allocated directly to the fund or funds the grant is made from.

Fundraising costs are allocated fully to a sub fund of the Norfolk General Fund, an unrestricted fund.

Support costs are made up of:

1. Governance costs. These are the costs associated with the governance arrangements of the charity and include the preparation and independent review of the annual financial statements and costs to provide financial information throughout the year to the Charitable Funds Committee.

2. Other support costs, primarily recharges of the Charity Development and Project Manager, Charity Administrator and Finance Officer and related charges by the Corporate Trustee when performing work for the charity.

Support costs which are not attributable to a single activity must also be apportioned between the activities being supported.

Note 4.1 shows the allocation of fundraising costs to the different fund types.

Note 4.2 shows the allocation of support costs to the categories of charitable expenditure incurred.

Note 4.1 Analysis of fundraising expenditure

	Unrestricted	Restricted	Endowment	Total 2023/24
	£'000	£'000	£'000	£'000
Fundraising office	14	0	0	14
Marketing costs	2	0	0	2
Other fundraising costs	3	0	0	3
Total	19	0	0	19

	Unrestricted	Restricted	Endowment	Total 2022/23
	£'000	£'000	£'000	£'000
Fundraising office	10	0	0	10
Other fundraising costs	2	0	0	2
Total	11	0	0	11

Note 4.2. Analysis of charitable expenditure

The charity did not undertake any direct charitable activities on its own account during the year.
All of the charitable expenditure was in the form of grant funding.

	2023/24	2023/24	2023/24
	Grant Funded Activity	Support costs	Total expenditure on charitable activities
	£'000	£'000	£'000
Patient care - general	264	98	362
Patient Gifts in Kind	1	0	1
Patient care - staff training	(5)	(2)	(7)
Staff Welfare	4	(0)	4
Staff Gifts in Kind	0	0	0
COVID19 - Patient Care	1	5	6
COVID19 - Patient Gifts in Kind	0	0	0
COVID19 - Staff Wellbeing	0	0	0
COVID19 - Staff Gifts in Kind	0	0	0
COVID19 - Staff Training	0	0	0
COVID19 - Volunteer Expenses	0	0	0
Total	265	101	366

	2022/23	2022/23	2022/23
	Grant Funded Activity	Support costs	Total expenditure on charitable activities
	£'000	£'000	£'000
Patient care - general	98	54	152
Patient Gifts in Kind	1	0	1
Patient care - staff training	8	10	18
Staff Welfare	8	29	37
Staff Gifts in Kind	0	0	0
COVID19 - Patient Care	63	24	87
COVID19 - Patient Gifts in Kind	0	0	0
COVID19 - Staff Wellbeing	6	3	9
COVID19 - Staff Gifts in Kind	0	0	0
COVID19 - Staff Training	0	0	0
COVID19 - Volunteer Expenses	(1)	1	(0)
Total	183	121	304

31 March 2024 31 March 2023

	£'000	£'000
Fundraising office #	98	87
Administrative support costs	3	34
Total	101	121

Fundraising office costs relate to staff time dealing with grant activity, with both internal stakeholders and external bodies such as Friends groups and grant makers.

The majority of the time was spent on overseeing expenditure granted in the previous year.

31 March 2024 31 March 2023

Governance costs breakdown

	£'000	£'000
Independent examination	2	2
Other governance costs	0	0
Total	2	2

Note 4.3. Analysis of staff costs and remuneration of key management personnel

The average number of full-time equivalent employees during the year was 2.08 (2022/23: 2) with all employees involved in providing support services to charitable activities or the governance of the charity.

Staff costs

	31 March 2024	31 March 2023
	£'000	£'000
Salaries and Wages	91	77
Social Security Costs	13	11
Other Pension Costs	10	9
Total	114	97

The charity receives corporate support from Norfolk Community Health and Care NHS Trust. An annual charge to cover the cost of these is authorised by the Charitable Funds Committee, which for 2023/24 totalled £14,040 (2022/23: £13,834).

The Charity considers its key management personnel to be the members of the Norfolk Community Health and Care NHS Trust management board acting on behalf of the corporate trustee. For 2023/24 this was the Director of Finance and Performance and the Medical Director. There was no recharge of employment benefits for key management personnel during 2023/24 or 2022/23.

No employees had emoluments in excess of £60,000 (2022/23: none).

Note 4.4. Trustee remuneration, benefits and expenses

Members of the Trust board give their time freely and receive no remuneration for the work that they undertake in relation to the Charity. However, they can claim expenses to reimburse them for the costs that they incur in fulfilling their duties relating to the Charity - these include travelling specifically for charitable funds committee meetings and charity specific training events.

No expenses were claimed from the Charity by committee members in 2023/24 or 2022/23.

Note 4.5. Independent examination fees

The independent examiner's remuneration of £2,640 (2022/23: £2,460) related solely to the examination and other fees incurred £nil (2022/23: nil).

Note 5. Assets

Note 5.1 Movement in fixed asset investments

Movement in fixed asset investments

	2023/24	2022/23
	£'000	£'000
Market value bought forward at 1 April	700	725
Add additions to investments at cost	79	84
Less disposals proceeds	(271)	(92)
Increase / (decrease) in cash held within the portfolio*	(8)	7
Add net (loss)/gain on revaluation	18	(24)
Market value as at 31 March	518	700

* A small proportion of the investment portfolio is held as cash. This is primarily due to timing differences between the sale of investments and the purchase of new investments. The cash amount is included within the investments balance in the balance sheet, rather than as 'cash at bank and in hand', given it is a part of the overall investment managed portfolio.

All investments are financial assets carried at fair value through net income and are managed by expert advisors.

Fixed asset by type

	31 March 2024	31 March 2023
	£'000	£'000
Listed equity	517	690
Cash*	1	10
Total	518	700

All investments are held at their fair value and are managed by expert advisors.

Realised and unrealised gains and losses are apportioned to individual restricted, endowment funds, designated funds and the Norfolk General Fund (an unrestricted fund) on the basis of the average balances held on unrestricted, restricted and endowment funds.

Note 5.2 Intangible Fixed Assets

This relates to the accounting software which will be amortised over five years

	31 March 2024	31 March 2023
	£'000	£'000
Opening Balance	3	5
Additions	0	0
Amortisation	(2)	(2)
	1	3

Note 6. Analysis of Current Debtors

Debtors due in less than one year	31 March 2024 £'000	31 March 2023 £'000
Other Debtors	50	68
Total	50	68

The debtor balance is made up primarily of two significant debtors; Kelling Friends £32k and North Walsham Friends £13k. (2022/23: Debtors - Kelling Friends £56k and North Walsham Friends £9k).

Note 7. Analysis of Current Liabilities

Creditors due in less than one year	31 March 2024 £'000	31 March 2023 £'000
Trade Creditors	0	0
Accruals	163	224
Total	163	224

The accruals relate to expenditure requests which have been approved and are outstanding at balance date.

Note 8. Related Party Transactions

Norfolk Community Health and Care NHS Trust is the corporate trustee of the charity and is its main grant beneficiary along with other organisations working in partnership with it - they are therefore related parties. The Trustee appoints Members of the Charitable Funds Committee, a sub-committee of the Norfolk Community Health and Care NHS Trust Board.

Transactions between the Charity and the Trust during the year were in relation to salary payments for its staff, payment of some Charity supplier invoices that were initially paid by the Trust and refunded by the Charity and for administrative and management costs.

The charity did not pay any expenses or honoraria to any member of the Norfolk Community Health and Care NHS Trust Board (the Trustee) or the Charitable Funds Committee in the year 2023/24. (2022/23: £0)

The charity receives corporate support from Norfolk Community Health and Care NHS Trust. An annual charge to cover the cost of these is authorised by the Charitable Funds Committee, which for 2023/24 totalled £14,040 (2022/23: £13,834).

At the end of the financial year £34,900 was owed by the Charity to the Trust. (2022/23: £31,360)

Note 9. Transfers between funds

During the year £9,885 was transferred from restricted funds to designated funds. £6,317 in income dividends was transferred from the Swaffham endowment fund to a related designated fund. £3,567 was transferred from the restricted development grant fund to offset related costs in a designated fund.

Note 10. Movement of major funds

The charity has three categories of funds, as explained in note 1 (b), funds structure.

The analysis below shows the opening and closing value including the income and expenditure movement of funds.

	1 April 2023	Income	Expenditure	Gains & Losses	Transfers	31 March 2024
<u>Unrestricted funds</u>						
General Fund #1	47	23	(26)	1	(5)	40
Swaffham Hospital	61	2	(14)	1	6	56
Palliative Community Care	63	11	(14)	1		61
PBL	182	60	(60)	6		188
Caroline House	16	1	(9)	0		8
LEGACY Zienia Merton	127	0	(127)			0
LEGACY Pauline Rosetta Basted (Kelling Hospital)	40	1	(29)	(1)		11
LEGACY Brian Anthony Knappett (Wymondham)	3	(0)	(1)	0		2
LEGACY Patricia Ramm (Swaffham Hospital)	10	0	0	0		10
LEGACY Audrey Edwards (PBL)	24	0	(24)			0
LEGACY Dorothea Burton (Swaffham)	15	0	0	0		15
LEGACY Dorothea Burton (Kelling)	5	0	0	0		5
LEGACY Vera May Ive (PBL)	32	1	(22)	0		12
Designated Funds (22 funds)	98	15	(47)	8	9	83
Total unrestricted funds	720	114	(373)	16	10	489
		140	371			
<u>Restricted funds</u>						
Kelling Training Fund	9	1	5	(0)		15
North Walsham Dayroom Fund	0	0	0			0
Development Grant	29	0	0	0	(4)	25
COVID19 Grants	4	0	(2)			2
Other Restricted Funds (9 funds)	17	36	(23)	0		29
Total restricted funds	59	37	(20)	0	(4)	71
		32	20			
<u>Endowment funds</u>						
Swaffham Shephard CIP	35	7	0	0	(6)	36
Total endowment funds	35	7	0	0	(6)	36
Total funds	814	159	(393)	16	(0)	596

	1 April 2022	Income	Expenditure	Gains & Losses	Transfers	31 March 2023
<u>Unrestricted funds</u>						
General Fund #1	49	25	(28)	(2)	3	47
Swaffham Hospital	55	1	0	(2)	7	61
Community Specialist Care Team PBL	0	0	0			0
Palliative Community Care PBL	76	8	(19)	(2)		63
Caroline House	258	2	(70)	(8)		182
LEGACY Zienia Merton	19	12	(14)	(1)		16
LEGACY Pauline Rosetta Basted (Kelling Hospital)	130	1	0	(4)		127
LEGACY Brian Anthony Knappett (Wymondham)	41	0	0	(1)		40
LEGACY Patricia Ramm (Swaffham H	12	0	(9)	(0)		3
LEGACY Audrey Edwards (PBL)	13	1	(3)	(1)		10
LEGACY Dorothea Burton (Swaffham)	25	(0)	0	(1)		24
LEGACY Dorothea Burton (Kelling)	15	1	0	(1)		15
LEGACY Vera May Ive (PBL)	5	1	0	(1)		5
Designated Funds (22 funds)	0	33	(2)	0		32
	100	23	(41)	3	13	98
Total unrestricted funds	796	106	(186)	(21)	23	720
<u>Restricted funds</u>						
Margaret Rose Goff Learning Disabiliti	20	0	(3)	(1)	(16)	0
Kelling Training Fund	16	(0)	(6)	(1)		9
North Walsham Dayroom Fund	0	0	0			0
Development Grant	0	29	0	0	0	29
COVID19 Grants	44	28	(68)			4
Other Restricted Funds (9 funds)	23	49	(55)	(0)		17
Total restricted funds	103	106	(132)	(2)	(16)	59
<u>Endowment funds</u>						
Swaffham Shephard CIP	36	7	0	(1)	(7)	35
Total endowment funds	36	7	0	(1)	(7)	35
Total funds	935	219	(318)	(23)	0	814

#1 Zienia Merton negative income - reduction in accrued income as legacy was less than originally expected

#2 Ida May Riley - transfer funds to Norfolk General fund as the service the legacy was requested to be spent on no longer exists

Balance Sheet at 31 March 2023

	Note	Unrestricted funds 31 March 2023 £'000	Restricted funds 31 March 2023 £'000	Endowment funds 31 March 2023 £'000	Total funds 31 March 2023 £'000
Fixed assets:					
Intangible Assets - Harlequin	5.2	3	0	0	3
Investments	5.1	647	18	35	700
Total fixed assets		650	18	35	703
Current assets:					
Debtors	6	0	68	0	68
Cash at bank and in hand		139	128	0	267
Gifts in Kind Stock		0	0	0	0
Total current assets		139	196	0	335
Liabilities:					
Creditors falling due within one year	7	(69)	(155)	0	(224)
Net current assets / (liabilities)		70	41	0	111
Total net assets / (liabilities)		720	59	35	814
The funds of the charity:					
Endowment funds		720	0	0	720
Restricted funds		0	59	0	59
Unrestricted funds		0	0	35	35
Total charity funds	11	720	59	35	814

Thanks to all our amazing fundraisers. We couldn't do it without you!





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