

# HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST

England & Wales · Charity number 1053767

## Details

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Other names	HERTFORDSHIRE PARTNERSHIP NHS TRUST CHARITY, HORIZON NHS TRUST CHARITABLE FUND
Status	Registered
Legal form	Other
Registered	1996-03-13
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address** Hertfordshire Partnership NHS FT  
The Colonnades  
Beaconsfield Close  
Hatfield  
AL10 8YE

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**Website** <https://www.hpft.nhs.uk/>

## Activities

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**Objects:** FOR ANY CHARITABLE PURPOSE OR PURPOSES RELATING TO THE NATIONAL HEALTH SERVICE WHOLLY OR MAINLY FOR THE SERVICE PROVIDED BY HERTFORDSHIRE PARTNERSHIP NHS TRUST

**Activities:** FOR ANY CHARITABLE PURPOSE OR PURPOSES RELATING TO THE NATIONAL HEALTH SERVICE, WHOLLY OR MAINLY, FOR THE SERVICE PROVIDED BY HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST

## Classification

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- **How:** Makes Grants To Individuals, Makes Grants To Organisations
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

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- Throughout England And Wales

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£15,213	£27,482	-	-
2024-03-31	£37,274	£22,265	-	-
2023-03-31	£15,005	£109,128	-	-
2022-03-31	£16,266	£38,330	-	-
2021-03-31	£132,149	£22,206	-	-

## Trustees

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Name	Role	Appointed
Philip Cave		2023-04-03

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST**

England & Wales - Charity number 1053767

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# Accounts

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**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST CHARITY**

**TRUSTEE'S REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED**  
**31 MARCH 2024**

**REGISTERED CHARITY NUMBER: 1053767**

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST CHARITY –**  
**Trustee's Report for the year ended 31 March 2024**

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**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST CHARITY –**  
**Trustee's Report for the year ended 31 March 2024**

**INTRODUCTION**

The Corporate Trustee presents the charitable funds annual report together with the annual accounts for the year ended 31<sup>st</sup> March 2024.

The Charity's annual report and accounts for the year ended 31<sup>st</sup> March 2024 have been prepared by the Corporate Trustee in accordance with Part VI of the Charities Act 2011 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (FRS102 effective 1 January 2019), in so far as they are applicable.

**HISTORY**

The Hertfordshire Partnership NHS Trust was formed on 1<sup>st</sup> April 2001. At that time a number of Funds held on Trust were transferred to the newly created Hertfordshire Partnership NHS Trust Charitable Fund from Horizon NHS Trust, West Hertfordshire Community NHS Trust, and East and North Hertfordshire NHS Trust.

Whilst all of the funds were originally classified as unrestricted within their former charities, by virtue of transferring to the new Hertfordshire Partnership NHS Trust Charity, their purposes became restricted to ensure they are applied for the purposes for which they were originally given. These funds however are long since fully spent and there is no evidence found that current funds need be restricted, and as such all funds are now unrestricted.

On 1<sup>st</sup> August 2007, Hertfordshire Partnership NHS Trust gained Foundation Trust status and changed its name to Hertfordshire Partnership NHS Foundation Trust. Therefore the charitable fund changed its name to Hertfordshire Partnership NHS Foundation Trust Charity.

Since 1<sup>st</sup> April 2010 Hertfordshire Partnership NHS Foundation Trust has provided specialist learning disability services in North Essex, previously provided by North East Essex Primary Care Trust. From that date the charitable funds associated with the service have transferred to the Hertfordshire Partnership NHS Foundation Trust Charity. This was on the basis of there being a "non-binding preference" to spend them in Essex; the Trust has continued to honour this but the funds are not actually formally restricted.

In January 2024 the Trustee made the decision to un-restrict all funds on the basis of there being no evidence they need to be restricted; donations continue to be accepted on the basis of a non-binding preference however no commitment is made to donors on exactly how the funds will be spent. Any need to restrict donations in future (such as grants) will be approved by the Charity Trustee.

The Charity is administered by a Corporate Trustee, details of the Membership of which are to be found on page 4.

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST CHARITY –**  
**Trustee's Report for the year ended 31 March 2024**

The objects of the Charity as set out in the Governing Supplemental Deed, dated 19th September 2007, are:

"For any charitable purpose or purposes relating to the National Health Service, wholly or mainly, for the service provided by Hertfordshire Partnership NHS Foundation Trust".

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and activities. Charitable funds are held by the Trust for the relief of people who are ill or have a disability and to promote good health.

All funds held are now unrestricted but some remain historically designated to particular wards, service user groups, or other categorisations.

**TRUSTEE**

Hertfordshire Partnership University NHS Foundation Trust is an NHS provider organisation, licensed by two regulatory bodies – The Care Quality Commission and NHS England – to enable it to carry out its role as a provider of mental health and specialist learning disability services. The Trust Constitution sets out the governance arrangements for the organisation and sets out the decision-making processes as well as the committees and delegate powers of the Board.

Hertfordshire Partnership University NHS Foundation Trust as a corporate body acts as the Charity Trustee, however the body must act through individuals in order to express its will. These individuals are the Trust Board members. The Trust Board whose membership is set out on page 4, meet annually as the Charity Trustee. If a Trust Board member resigned they would cease to perform their duties in relation to the Charity. When the new Trust Board member is appointed they would also take up the position as Trustee Director of the Charitable Funds.

Members of the Trust Board are appointed as set out in the Trust Constitution and the NHS Foundation Trust Code of Governance. The Board of Governors is responsible for the recruitment and appointment of Non-Executive Directors of the Board and approval of the appointment of the Chief Executive. The Executive Directors of the Board are recruited through normal recruitment procedures by the Chairman, Non-executive Directors and the Chief Executive. Once appointed the Board member takes up their position as a Trustee Director of the Charity. All members of the Board have a full induction and training process, individually tailored to their needs, to enable them to carry out their role.

The Trustee's Responsibilities Statement is contained within page 8 of this document.

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST CHARITY –**  
**Trustee's Report for the year ended 31 March 2024**

**Trust Board Membership**

Karen Taylor – Chief Executive Officer (voting member)  
Sarah Betteley – Chair (voting member)  
Helen Edmondson – Head of Corporate Affairs and Company Secretary (non-voting member)

**Directors**

Sandra Brookes – Deputy Chief Executive Officer and Chief Operating Officer (voting member)  
David Evans – Chief Strategy Officer (voting member)  
Jo Humphries – Chief People Officer (voting member)  
Phil Cave – Chief Finance Officer (voting member)  
Emma Wadey – Chief Nursing Officer (voting member)  
Asif Zia – Chief Medical Officer (voting member)  
Hillary Mitchell – Chief Innovation and Improvement Officer (non-voting member)

**Non-Executive Directors**

David Atkinson (voting member)  
Anne Barnard (voting member)  
Tim Bryson (voting member)  
Diane Herbert (voting member)  
Jon Walmsley (voting member)  
Andrew Van Doorn (voting member)  
Carolan Davidge (voting member)

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST CHARITY –**  
**Trustee's Report for the year ended 31 March 2024**

The Trust operates a charitable funds policy providing protocols for the control of the funds.

**1. Charitable Funds Policy – this covers:**

- (a) Responsibilities of the Charity Trustee and responsible officers in the trust
- (b) Treatment of Expenditure
- (c) Investment Management
- (d) Sources of Donations
- (e) Principles for Fund-Raising
- (f) Usage of Collecting Boxes
- (g) Trading Activities

**2. Reserves Policy – as stated:**

- (a) At all times the overriding principle regarding the spending of funds held is to endeavour to abide by the donors' wishes, whether for 'restricted' or 'unrestricted' purposes.
- (b) Spending decisions will be taken in the light of charitable needs and the level of donations received, consequently balances held should normally only reflect timing differences between receipt of donations and related expenditure.
- (c) Funds will be applied in a timely manner, unless the Charity's governing document gives the Trustees power to accumulate income for a specific application.
- (d) Donations will be spent within a reasonable time of receipt, taking into account charitable commitments.
- (e) Monitoring reports will be made to the Trustee detailing the level of balances held.

**RISKS**

The Charity has identified and examined all major risks that it is exposed to and systems have been established to mitigate these risks. The main risk is that of misallocation of income and expenditure between the Charity and the NHS Foundation Trust. The Trust has written procedures covering the accounting process e.g. defining responsibilities, reporting procedures, receipt and banking of monies, expenditure and invoice authorisation. A separate bank account is maintained for the Charity.

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST CHARITY –**  
**Trustee's Report for the year ended 31 March 2024**

**FINANCIAL REPORT**

The full annual accounts are shown at the end of the annual report, including a summary of funds held. The financial highlights are:

**Income**

Total charitable income in 2023/24 was £37,274; this is summarised as follows:

	<b><u>2023/24</u></b>
Donations	£1,292
Legacy	£21,144
Other trading activities	£10,940
Investment Income	£3,898
<b>Total Charitable Income</b>	<b><u>£37,274</u></b>

The donations were received from various relatively small donors, as well as a single legacy from the late Miss Diana Worth who lived in North-West Hertfordshire and died in July 2022. HPFT was the beneficiary of one fifth of her residuary estate amounting to £21,143.70. We thank her and her executors for this kind donation, which will be spent at several sites largely in the area of Hertfordshire she lived in.

There are also the ongoing donations from the staff lottery which raises funds for the Health Hub where funds are used to improve the health, wellbeing or environments for staff. This is classified under Other trading activities.

**Expenditure**

Total expenditure in 2023/24 was £22,265. This was much lower than 2022/23 because in that year the Trust was completing its spending programme against NHS Charities Together grants. The make-up of expenditure is summarised as follows:

	<b><u>2023/24</u></b>
Raising funds	£8,752
Expenditure on Charitable activities	£7,051
Overheads: administration and other expenses	£6,462
<b>Total Charitable Expenditure</b>	<b><u>£22,265</u></b>

The prizes and software costs from the staff lottery are classified under Raising funds. Of the expenditure on charitable activities, the majority (just under £5k) was spent on the Forest House garden, to supplement the capital investment (which is why it shows as a benefit in kind). This purchased items of outdoor furniture which were outside the scope of NHS funding. Other items included a memorial bench for a long-serving doctor, and several awards for doctors hosting students.

**Thank you**

The Trustee wishes to thank all those who have contributed to the charitable funds. Their generosity will bring many improvements to the daily lives of service users and staff.

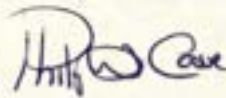
**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST CHARITY –**  
**Trustee's Report for the year ended 31 March 2024**

**Professional Services**

Professional Services are provided for the administration of these funds by:

Registered Office	Hertfordshire Partnership University NHS FT The Colonnades Beaconsfield Road Hatfield AL10 8YE
Solicitors	Capsticks 77-83 Upper Richmond Road London SW15 2TT
Independent Examiner	Steve Robinson FCA Mercer and Hole LLP Chartered Accountants The Pinnacle 170 Midsummer Boulevard Milton Keynes MK9 1BP

Signed:



20 December 2024

**Phil Cave, Trustee Director**

**Hertfordshire Partnership NHS Foundation Trust Charity**  
**Registered Charity Number: 1053767**  
**Head Office, The Colonnades, Beaconsfield Road, Hatfield, AL10 8YE**  
**Telephone: 01707 253855**

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST CHARITY –**  
**Trustee's Report for the year ended 31 March 2024**

**Trustee's responsibilities statement**

The trustee is responsible for preparing the Trustee's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires that trustee prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 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 is responsible for the maintenance and integrity of the Charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By Order of the Trustee

Signed:



Phil Cave, Trustee Director

Date: 20 December 2024

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST CHARITY –**  
**Trustee's Report for the year ended 31 March 2024**

**Independent Examiner's Report to the Trustee of Hertfordshire Partnership NHS Foundation Trust Charity**

I report to the Charity trustee on my examination of the accounts of the Charity for the year ended 31 March 2024 which are set out on pages 10 to 16.

**Responsibilities and basis of report**

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

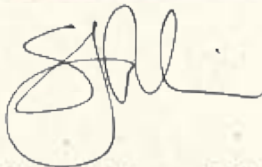
I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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 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.



Steve Robinson FCA  
Mercer & Hole LLP Chartered Accountants  
The Pinnacle  
170 Midsummer Boulevard  
Milton Keynes  
MK9 1BP

Date: 20 December 2024

Statement of Financial Activities for the year ended 31 March 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 23/24 Funds £	Total 22/23 Funds £
<b>Income</b>					
Donations and legacies	3	22,436	-	22,436	1,365
Other trading activities	3	10,940	-	10,940	10,774
Investment income	4	3,898	-	3,898	2,866
<b>Total Income</b>		<b>37,274</b>	<b>-</b>	<b>37,274</b>	<b>15,005</b>
<b>Expenditure</b>					
Raising funds	5	8,752	-	8,752	8,620
Charitable activities	5	7,051	-	7,051	94,325
Other					
Support and overhead costs	6	4,074	-	4,074	3,903
Governance costs	7	2,388	-	2,388	2,280
<b>Total Expenditure</b>		<b>22,265</b>	<b>-</b>	<b>22,265</b>	<b>109,128</b>
Net income		15,009	-	15,009	-94,123
<b>Transfers</b>					
Net movement in funds	10a	54,958	-54,958	-	-
<b>Reconciliation of funds</b>					
Total funds brought forward	10	-	54,958	54,958	149,081
<b>Total funds carried forward at 31st March 2024</b>	10	<b>69,967</b>	<b>-</b>	<b>69,967</b>	<b>54,958</b>

The notes at pages 12 to 16 form part of this account.

HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST CHARITY

**Balance Sheet as at 31 March 2024**

	Notes	Unrestricted Funds £	Total at 31 March 2024 £	Total at 31 March 2023 £
<b>Current Assets:</b>				
Cash at bank and in hand	8	80,472	80,472	55,465
Receivables: Amounts falling < 1 year	8	1,662	1,662	1,653
<b>Total Current Assets</b>		<b>82,134</b>	<b>82,134</b>	<b>57,118</b>
<b>Current Liabilities:</b>				
Payables	9	-	-	-
Accruals	9	- 12,167	- 12,167	- 2,160
<b>Total Current Liabilities</b>		<b>- 12,167</b>	<b>- 12,167</b>	<b>- 2,160</b>
<b>Total assets less current liabilities</b>		<b>69,967</b>	<b>69,967</b>	<b>54,958</b>
<b>Net assets</b>		<b>69,967</b>	<b>69,967</b>	<b>54,958</b>
<b>Financed by</b>				
<b>Income Funds:</b>				
Unrestricted funds		69,967	69,967	-
Restricted funds		-	-	54,958
<b>Total Funds</b>	10	<b>69,967</b>	<b>69,967</b>	<b>54,958</b>

**Signed on behalf of the Trustee**



P Cave

20 December 2024

**Notes to the Accounts - Accounting Policies**

**1 Accounting Policies**

**1.1 Legal Form**

The Charity has been registered with the Charity Commission under registered charity number 1053767, in accordance with the Charities Act 2011. The charitable funds are held for any charitable purpose or purposes relating to the National Health Service, wholly or mainly for the service provided by Hertfordshire Partnership NHS Foundation Trust. The registered office is The Colonnades, Beaconsfield Close, Hatfield, AL10 8YE

**1.2 Accounting Convention**

The financial statements have been prepared under the historic cost convention, as modified for the revaluation of certain investments, and in accordance with applicable United Kingdom accounting standards and policies for the NHS approved by the Secretary of State and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (FRS102 effective 1 January 2019). Hertfordshire Partnership NHS Foundation Trust Charity meets the definition of a public benefit entity under FRS102

**1.3 Going Concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. In making this assessment, taking into account the mitigating actions that can be taken to control costs and the ability of the Charity to borrow or fund raise for additional funds, that the Charity has adequate resources to continue in operational existence for the foreseeable future.

**1.4 Income**

a) All income is included in full in the Statement of Financial Activities as soon as the following three factors can be met:

i) entitlement - arises when a particular resource is receivable or the charity's right becomes legally enforceable;

ii) certainty - when there is reasonable certainty that the incoming resource will be received;

iii) measurement - when the monetary value of the incoming resources can be measured with sufficient reliability.

b) Legacies

Legacies are accounted for as income once the receipt of the legacy becomes reasonably certain. This will be once confirmation has been received from the representatives of the estates that payment of the legacy will be made or property transferred and once all conditions attached to the legacy have been fulfilled.

**Notes to the Accounts - Accounting Policies (continued)**

**1.5 Expenditure**

The funds held on trust accounts are prepared in accordance with the accruals concept. All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party.

Expenditure decreased following a year of higher spending in 2022/23 as the Trustee actively encouraged the timely expenditure of income received from the NHS Charities Together Funding, which was fully spent in 2022/23.

**a) Grants payable**

Research, Equipment, Staff education and welfare, Patient welfare resources expended are mainly in the form of grants payable to third parties (including NHS bodies) in the furtherance of the funds held on trust's charitable objectives to relieve those who are sick. They are accounted for on an accruals basis where the conditions for their payment have been met or where a third party has a reasonable expectation that they will receive the grant. This includes grants paid to NHS bodies.

**b) Governance costs**

Governance costs relate to the direct costs associated with the constitutional and statutory requirements of the charity and include the costs of internal and external audit and other related

**1.6 Structure of funds**

All funds are now held as unrestricted funds unless they clearly should be restricted (such as grants), in which case the Charity Trustee will approve their treatment as restricted. The funds are analysed and summarised in note 10.

**1.7 Pooling Scheme**

All funds held are invested in a bank deposit account for which a pooling scheme is not required.

**1.8 Receivables**

Receivables are recognised at the settlement amount due.

**1.9 Cash at bank and in hand**

Cash at bank and in hand include cash and short term highly liquid investments with a short maturity of 3 months or less.

**1.10 Payables**

Payables are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably. Payables are normally recognised at their settlement amount.

**Notes to the Accounts - Related Parties**

**2 Related Party Transactions - Trustee's remuneration**

The Trustee did not receive any remuneration during the year. During the year, the charity paid the Trustee £4,074 (2022/23: £3,903) for support and overhead costs.

Notes to the Accounts - Notes to the Statement of Financial Activities

3	Analysis of Income	Unrestricted Funds	Total 2023/24 Funds	Total 2022/23 Funds
		£	£	£
	<b><u>Donations and Legacies</u></b>			
	Various - HPT General Fund	22,171	22,171	-
	Various- The Stewarts (Lambourn Gro)	-	-	1,365
	Various- Logandene	265	265	-
	<b><u>Other Trading Activities</u></b>			
	Staff lottery	10,940	10,940	10,774
	<b>Total Analysis of Income</b>	<b>33,376</b>	<b>33,376</b>	<b>12,139</b>
4	Investment Income		Total 2023/24	Total 2022/23
			£	£
	Bank interest		3,898	2,866
	<b>Total Investment Income</b>		<b>3,898</b>	<b>2,866</b>
5	Analysis of Expenditure		Total 2023/24	Total 2022/23
			£	£
	<b><u>Raising Funds</u></b>			
	<b><u>Staff Lottery</u></b>			
	Prizes and software costs		8,752	8,620
	<b><u>Charitable Activities</u></b>			
	<b><u>Staff education and welfare</u></b>			
	HPT General Fund		1,474	92,425
	<b><u>Donation In Kind</u></b>			
	Forest House Adolescent Unit		-	1,900
	Harper House Children's Service		4,862	-
	Seward Lodge		715	-
	<b>Total Analysis of Expenditure</b>		<b>15,803</b>	<b>102,945</b>

Notes to the Accounts - Notes to the Statement of Financial Activities (continued)

<b>6</b>	<b>Analysis of Support and Overhead costs</b>	<b>Total 2023/24 £</b>	<b>Total 2022/23 £</b>
	HPFT Finance Department Share of Costs	449	319
	Insurance	3,325	3,284
	Bank Charges	300	300
	<b>Total Support and Overhead Costs</b>	<b><u>4,074</u></b>	<b><u>3,903</u></b>
<b>7</b>	<b>Analysis of Governance costs</b>	<b>Total 2023/24 £</b>	<b>Total 2022/23 £</b>
	Independent Examiner Fee	2,388	2,280
	<b>Total Governance Costs</b>	<b><u>2,388</u></b>	<b><u>2,280</u></b>
<b>8</b>	<b>Current Assets</b>	<b>31 March 2024 £</b>	<b>31 March 2023 £</b>
	Cash at bank and in hand	80,472	55,465
	Receivables - insurance prepayment - funds owed to the Charity	1,662	1,653
		-	-
		<b><u>82,134</u></b>	<b><u>57,118</u></b>
<b>9</b>	<b>Analysis of Current Liabilities</b>	<b>31 March 2024 £</b>	<b>31 March 2023 £</b>
	Amounts falling due within one year:	£	£
	Accruals - Independent Examiner Fee	2,388	2,160
	Accruals - funds owed to the Trust	9,779	-
	<b>Total Current Liabilities</b>	<b><u>12,167</u></b>	<b><u>2,160</u></b>

Notes to the Accounts - Analysis of Charitable Funds

Name of Fund	Opening Balance 01.04.23	Income	Internal Reallocation of Funds	Expenditure	Closing Balance 31.03.24
	£	£		£	£
<b>General</b>					
Bucks General Fund	10	1	-	1	10
HPT General Fund	1,773	22,424	-	1,953	22,244
The Health Hub/Staff Lottery	10,314	11,775	-	9,713	12,376
<b>CAMHS</b>					
Harper House Children's Service	5,821	149	-	5,255	715
Forest House Adolescent Unit	6,054	439	-	633	5,860
<b>Mental Health - Adult</b>					
General Academic Fund MH	43	3	-	3	43
<b>Mental Health - Old Age</b>					
Seward Lodge	2,263	142	101	1,102	1,404
Hatfield Ward	36	-	-36	-	-
Glaxo Day Hospital	2,068	150	-	394	1,824
MHSOP Prospect House	65	-	-65	-	-
Victoria Court	2,667	194	-2,431	430	-
Elizabeth Court	-	-	-	-	-
Elizabeth and Victoria Courts Amalgamated	-	-	2,431	-	2,431
Logandene	33	269	-	3	299
Lambourn Grove	3,719	270	-	493	3,496
Wren Ward	9	1	-	1	9
<b>Learning Disabilities</b>					
LD General Charitable Funds	291	21	-	287	25
Little Plumstead	13,632	989	-	1,089	13,532
<b>North Essex - Learning Disabilities</b>					
Chesnut Grove/Woodside	54	4	-	3	55
Psychology	2,983	216	-	448	2,751
Training & Staff Development	3,058	222	-	453	2,827
Psychology	65	5	-	4	66
<b>Total</b>	<b>54,958</b>	<b>37,274</b>	<b>-</b>	<b>22,265</b>	<b>69,967</b>

**Note 10a - Net movement in funds**

All Charity funds are now unrestricted following a resolution by the Charity Trustee in January 2024. Therefore there was a net transfer of £54,958 of the restricted funds from 2022/23 to unrestricted funds in 2023/24



**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST**

England & Wales - Charity number 1053767

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# Accounts

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**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST**

**TRUSTEE'S REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED**  
**31 MARCH 2021**

**REGISTERED CHARITY NUMBER: 1053767**

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST –**  
**Trustee’s Report for the year ended 31 March 2021**

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**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST –**  
**Trustee’s Report for the year ended 31 March 2021**

**INTRODUCTION**

The Corporate Trustee presents the charitable funds annual report together with the Annual Accounts for the year ended 31<sup>st</sup> March 2021.

The Charity’s annual report and accounts for the year ended 31<sup>st</sup> March 2021 have been prepared by the Corporate Trustee in accordance with Part VI of the Charities Act 2011 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (FRS102 effective 1 January 2019), in so far as they are applicable.

**HISTORY**

The Hertfordshire Partnership NHS Trust was formed on 1<sup>st</sup> April 2001. At that time a number of Funds held on Trust were transferred to the newly created Hertfordshire Partnership NHS Trust Charitable Fund from Horizon NHS Trust, West Hertfordshire Community NHS Trust, and East and North Hertfordshire NHS Trust.

Whilst all of the funds were originally classified as unrestricted within their former charities, by virtue of transferring to the new Hertfordshire Partnership NHS Trust Charity, their purposes became restricted to ensure they are applied for the purposes for which they were originally given.

On 1<sup>st</sup> August 2007, Hertfordshire Partnership NHS Trust gained Foundation Trust status and changed its name to Hertfordshire Partnership NHS Foundation Trust. Therefore the charitable fund changed its name to Hertfordshire Partnership NHS Foundation Trust Charity.

Since 1<sup>st</sup> April 2010 Hertfordshire Partnership NHS Foundation Trust has provided specialist learning disability services in North Essex, previously provided by North East Essex Primary Care Trust. From that date the charitable funds associated with the service have transferred to the Hertfordshire Partnership NHS Foundation Trust Charity.

The Charity is administered by a Corporate Trustee, details of the Membership of which are to be found on page 3.

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST –**  
**Trustee’s Report for the year ended 31 March 2021**

The objects of the Charity as set out in the Governing Supplemental Deed, dated 19 September 2007, are

“For any charitable purpose or purposes relating to the National Health Service, wholly or mainly, for the service provided by Hertfordshire Partnership NHS Foundation Trust”.

We have referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing our aims and activities. Charitable funds are held by the Trust for the relief of people who are ill or have a disability and to promote good health.

All funds held are restricted and are managed under separate headings as follows:

CAMHS  
Mental Health – Adult  
Mental Health – Old Age  
Learning Disabilities  
North Essex – Learning Disabilities

**TRUSTEE**

Hertfordshire Partnership NHS Foundation Trust is an NHS provider organisation, licensed by two regulatory bodies – The Care Quality Commission and NHS Improvement – to enable it to carry out its role as a provider of mental health and learning disability services. The Trust Constitution sets out the governance arrangements for the organisation and sets out the decision making processes as well as the committees and delegate powers of the Board.

Hertfordshire Partnership NHS Foundation Trust as a corporate body acts as the Charity Trustee, however the body must act through individuals in order to express its will. These individuals are the Trust Board members. The Trust Board whose membership is set out on page 3, meet regularly as the Charity Trustee. If a Trust Board member resigned they would cease to perform their duties in relation to the Charity. When the new Trust Board member is appointed they would also take up the position as Trustee Director of the Charitable Funds.

Members of the Trust Board are appointed as set out in the Trust Constitution and the NHS Foundation Trust Code of Governance. The Board of Governors is responsible for the recruitment and appointment of Non-Executive Directors of the Board and approval of the appointment of the Chief Executive. The Executive Directors of the Board are recruited through normal recruitment procedures by the Chairman, Non-executive Directors and the Chief Executive. Once appointed the Board member takes up their position as a Trustee Director of the Charity. All members of the Board have a full induction and training process, individually tailored to their needs, to enable them to carry out their role.

The statement of Trustee’s Responsibilities is contained within page 7 of this document.

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST –**  
**Trustee’s Report for the year ended 31 March 2021**

The Trust operates a charitable funds policy providing protocols for the control of the funds-

**1. Charitable Funds Policy – this covers:**

- (a) Responsibilities of the Charity Trustee and responsible officers in the trust
- (b) Treatment of Expenditure
- (c) Investment Management
- (d) Sources of Donations
- (e) Principles for Fund-Raising
- (f) Usage of Collecting Boxes
- (g) Trading Activities

**2. Reserves Policy – as stated:**

- (a) At all times the overriding principle regarding the spending of funds held is to abide by the donors wishes, whether for ‘restricted’ or ‘unrestricted’ purposes.
- (b) Spending decisions will be taken in the light of charitable needs and the level of donations received, consequently balances held should normally only reflect timing differences between receipt of donations and related expenditure.
- (c) Funds will be applied in a timely manner, unless the charity’s governing document gives the Trustees power to accumulate income for a specific application.
- (d) Donations will be spent within a reasonable time of receipt, taking into account charitable commitments.
- (e) Regular monitoring reports will be made to the Trustee detailing the level of balances held.

**RISKS**

The Charity has identified and examined all major risks that it is exposed to and systems have been established to mitigate these risks. The main risk is that of misallocation of income and expenditure between the Charity and the NHS Foundation Trust. The Trust has written procedures covering the accounting process e.g. defining responsibilities, reporting procedures, receipt and banking of monies, expenditure and invoice authorisation. A separate bank account is maintained for the Charity and monthly expenditure reports issued to fund holders.

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST –**  
**Trustee’s Report for the year ended 31 March 2021**

**FINANCIAL REPORT**

The full annual accounts are shown at the end of the annual report, including a summary of funds held. The financial highlights are:

**Income**

Total charitable income in 2020/21 was £132,149.

Income for the year is summarised as follows:

	<b><u>2020/21</u></b>
Donations	£132,125
Investment Income	£24
<b>Total Charitable Income</b>	<b><u>£132,149</u></b>

The donations were received from various donors and estates.

There are also the ongoing donations from the staff lottery which raises funds for the Health Hub where funds are used to improve the health, wellbeing or environments for staff

**Expenditure**

Total expenditure in 2020/21 was £22,206 summarised as follows:

	<b><u>2020/21</u></b>
Expenditure on Charitable activities	£18,612
Overheads: administration and other expenses	£3,594
Total Charitable Expenditure	<b><u>£22,206</u></b>

**Thank you**

The Trustee wishes to thank all those who have contributed to the charitable funds. Their generosity will bring many improvements to the daily lives of service users and staff.

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST –**  
**Trustee’s Report for the year ended 31 March 2021**

**Professional Services**

Professional Services are provided for the administration of these funds by: -

Registered Office	Hertfordshire Partnership University NHS FT The Colonnades Beaconsfield Road Hatfield AL10 8YE
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Solicitors	Capsticks 77-83 Upper Richmond Road London SW15 2TT
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Independent Examiner	Steve Robinson FCA Mercer and Hole Chartered Accountants Silbury Court 420 Silbury Boulevard Central Milton Keynes MK9 2AF
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Signed:



**Maria Wheeler, Trustee Director**

**Hertfordshire Partnership NHS Foundation Trust**  
**Registered Charity Number: 1053767**  
**Head Office, The Colonnades, Beaconsfield Road, Hatfield, AL10 8YE**  
**Telephone: 01707 253855**

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST –**  
**Trustee’s Report for the year ended 31 March 2021**

**Trustee’s responsibilities statement**

The trustee is responsible for preparing the Trustee’s Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity’s website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By Order of the Trustee

Signed:



Maria Wheeler, Trustee Director

Date: 21/09/2021

**HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST –**  
**Trustee’s Report for the year ended 31 March 2021**

**Independent Examiner's Report to the Trustees of Hertfordshire Partnership NHS Foundation Trust**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 9 to 15.

**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 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 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 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.



Steve Robinson FCA  
Mercer & Hole Chartered Accountants  
Silbury Court  
420 Silbury Boulevard  
Central Milton Keynes  
MK9 2AF

Date: 30 September 2021

**Statement of Financial Activities for the year ended 31 March 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 20/21 Funds £	Total 19/20 Restricted Funds £
<b>Income</b>					
Income from generated funds					
Voluntary income:					
Donations	3	-	132,125	<b>132,125</b>	16,831
<b>Sub total voluntary income</b>		-	132,125	<b>132,125</b>	16,831
Investment income	4		24	<b>24</b>	742
<b>Total Income</b>		-	132,149	<b>132,149</b>	17,573
<b>Expenditure</b>					
Charitable Activities					
HPT General Fund Charge	5		3,000	<b>3,000</b>	-
Service user entertainment	5	-	-	-	31,200
Staff education and welfare	5	-	9,851	<b>9,851</b>	9,422
Donation in Kind	5	-	5,760	<b>5,760</b>	28,373
Sub total: direct charitable expenditure		-	18,612	<b>18,612</b>	68,995
Support and overhead costs	6	-	1,674	<b>1,674</b>	1,990
Governance costs	7	-	1,920	<b>1,920</b>	800
<b>Total Expenditure</b>		-	22,206	<b>22,206</b>	71,785
(Deficit)/Surplus for the year		0	109,944	<b>109,944</b>	<b>(54,212)</b>
<b>Reconciliation of funds</b>					
Opening Balance	10	-	61,202	<b>61,202</b>	115,414
<b>Total funds carried forward at 31st March 2021</b>		0	171,145	<b>171,145</b>	61,202

The notes at pages 11 to 15 form part of this account.

**Balance Sheet as at 31 March 2021**

	<b>Notes</b>	Restricted Funds £	<b>Total at 31 March 2021 £</b>	Total at 31 March 2020 £
Current Assets:				
Cash at bank and in hand		172,938	172,938	63,519
Debtors: Amounts falling < 1 year		1,056	1,056	-
<b>Total Current Assets</b>	<b>8</b>	<b><u>173,994</u></b>	<b><u>173,994</u></b>	<b><u>63,519</u></b>
Current Liabilities:				
Payables	<b>9</b>	- 929	- 929	- 1,117
Accruals	<b>9</b>	- 1,920	- 1,920	- 1,200
<b>Total Current Liabilities</b>		<b><u>- 2,849</u></b>	<b><u>- 2,849</u></b>	<b><u>- 2,317</u></b>
<b>Total assets less current liabilities</b>		<b><u>171,145</u></b>	<b><u>171,145</u></b>	<b><u>61,202</u></b>
<b>Net assets</b>		<b><u>171,145</u></b>	<b><u>171,145</u></b>	<b><u>61,202</u></b>
<b>Financed by</b>				
Income Funds:				
Restricted funds		171,145	171,145	61,202
<b>Total Funds</b>	<b>10</b>	<b><u>171,145</u></b>	<b><u>171,145</u></b>	<b><u>61,202</u></b>

**Signed on behalf of the Trustee**

K Loveman

## Notes to the Accounts - Accounting Policies

### 1 Accounting Policies

#### 1.1 Legal Form

The Charity has been registered with the Charity Commission under registered charity number 1053767, in accordance with the Charities Act 2011. The charitable funds are held for any charitable purpose or purposes relating to the National Health Service, wholly or mainly for the service provided by Hertfordshire Partnership NHS Foundation Trust. The registered office is The Colonnades, Beaconsfield Close, Hatfield, AL10 8YE

#### 1.2 Accounting Convention

The financial statements have been prepared under the historic cost convention, as modified for the revaluation of certain investments, and in accordance with applicable United Kingdom accounting standards and policies for the NHS approved by the Secretary of State and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (FRS102 effective 1 January 2019). Hertfordshire Partnership NHS Foundation Trust meets the definition of a public benefit entity under FRS102

#### 1.3 Going Concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. In making this assessment, taking into account the possible impact of COVID-19 on trading activities, the mitigating actions that can be taken to control costs and the ability of the Charity to borrow or fund raise for additional funds, that the Charity has adequate resources to continue in operational existence for the foreseeable future.

#### 1.4 Incoming Resources

- a) All incoming resources are included in full in the Statement of Financial Activities as soon as the following three factors can be met:
  - i) entitlement - arises when a particular resource is receivable or the charity's right becomes legally enforceable;
  - ii) certainty - when there is reasonable certainty that the incoming resource will be received;
  - iii) measurement - when the monetary value of the incoming resources can be measured with sufficient reliability.
- b) Legacies

Legacies are accounted for as incoming resources once the receipt of the legacy becomes reasonably certain. This will be once confirmation has been received from the representatives of the estates that payment of the legacy will be made or property transferred and once all conditions attached to the legacy have been fulfilled.

## Notes to the Accounts - Accounting Policies (continued)

### 1.5 Expenditure

The funds held on trust accounts are prepared in accordance with the accruals concept. All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party.

- a) Grants payable - Research, Equipment, Staff education and welfare, Patient welfare resources expended are mainly in the form of grants payable to third parties (including NHS bodies) in the furtherance of the funds held on trust's charitable objectives to relieve those who are sick. They are accounted for on an accruals basis where the conditions for their payment have been met or where a third party has a reasonable expectation that they will receive the grant. This includes grants paid to NHS bodies.
- b) Governance costs  
Governance costs relate to the direct costs associated with the constitutional and statutory requirements of the charity and include the costs of internal and external audit and other related

### 1.6 Structure of funds

All funds are held as restricted funds.  
The funds are analysed and summarised in note 10.

### 1.7 Pooling Scheme

All funds held are invested in a bank deposit account for which a pooling scheme is not required.

### 1.8 Debtors

Debtors are recognised at the settlement amount due.

### 1.9 Cash at bank and in hand

Cash at bank and in hand include cash and short term highly liquid investments with a short maturity of 3 months or less.

### 1.10 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably. Creditors are normally recognised at their settlement amount.

## Notes to the Accounts - Related Parties

### 2 Related Party Transactions - Trustee's remuneration

The Trustee did not receive any remuneration during the year. During the year, the charity paid the Trustee £2,730 (2020: £1,990) for support and overhead costs.

Notes to the Accounts - Notes to the Statement of Financial Activities

3 Analysis of Voluntary Income	Restricted Funds £	Total 2020/21 Funds £	Total 2019/20 Funds £
<u>Donations</u>			
Various- Victoria Court	-	-	103
Various- The Health Hub	12,314	12,314	11,075
Various- The Stewarts (Lambourn Grov	205	205	4,221
Various- Logandene	-	-	225
Various- Seward Lodge	-	-	-
Various- Elizabeth Court	-	-	-
Various- HPT General Fund	113,456	113,456	807
Various- Little Plumstead Hospital	6,150	6,150	400
<b>Total Analysis of Voluntary Income</b>	<b>132,125</b>	<b>132,125</b>	<b>16,831</b>
4 Investment Income		Total 2020/21 £	Total 2019/20 £
Bank interest		24	742
		<u>24</u>	<u>336</u>
5 Analysis of Expenditure		Total 2020/21 £	Total 2019/20 £
<u>HPT General Fund Charge</u>			
NHSCT Membership Fee		3,000	-
<u>Staff education and welfare</u>			
Victoria Court		-	54
Little Plumstead Hospital		-	509
<u>Service user welfare</u>			
Little Plumstead Hospital		-	31,200
<u>Staff Lottery</u>			
Prizes and overheads		9,851	8,859
<u>Donation In Kind</u>			
Little Plumstead Hospital		929	16,203
HPT General Fund		4,831	9,238
The Stewarts (Lambourn Grove)		-	2,932
<b>Total</b>		<b>18,612</b>	<b>68,995</b>

**Notes to the Accounts - Notes to the Statement of Financial Activities (continued)**

<b>6</b>	<b>Allocation of Support and Overhead costs</b>	<b>Total 2020/21 £</b>	<b>Total 2019/20 £</b>
	HPFT Finance Department Share of Costs	319	267
	Insurance	1,056	1,423
	Bank Charges	300	300
	<b>Total Support and Overhead Costs</b>	<b><u>1,675</u></b>	<b><u>1,990</u></b>
<b>7</b>	<b>Analysis of Governance costs</b>	<b>Total 2020/21 £</b>	<b>Total 2019/20 £</b>
	External Audit (Independent Reviewer) Fee	1,920	800
	<b>Total Support and Overhead Costs</b>	<b><u>1,920</u></b>	<b><u>800</u></b>
<b>8</b>	<b>Current Assets</b>	<b>31 March 2021 £</b>	<b>31 March 2020 £</b>
	Cash at bank and in hand	172,938	63,519
	Debtors	1,056	-
		<b><u>173,994</u></b>	<b><u>63,519</u></b>
<b>9</b>	<b>Analysis of Current Liabilities</b>	<b>31 March 2021 £</b>	<b>31 March 2020 £</b>
	Amounts falling due within one year:		
	Payables - transfer to Trustee	929	1,117
	Accruals - audit fee	1,920	1,200
	<b>Total Current Liabilities</b>	<b><u>2,849</u></b>	<b><u>1,200</u></b>

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**Notes to the Accounts - Analysis of Charitable Funds**

Name of Fund	Opening Balance 01.04.20 £	Income £	Expenditure £	Closing Balance 31.03.21 £
Bucks General Fund	118	0	107	10
HPT General Fund	5,277	113,468	8,846	109,899
The Health Hub/Staff Lottery	4,230	12,315	10,039	6,506
<b>CAMHS</b>				
Harper House Children's Service	8,288	2	228	8,062
Forest House Adolescent Unit	8,740	2	235	8,506
<b>Mental Health - Adult</b>				
General Academic Fund MH	45	0	1	44
<b>Mental Health - Old Age</b>				
Seward Lodge	2,867	1	148	2,720
Hatfield Ward	37	0	1	36
Glaxo Day Hospital	2,667	1	145	2,522
MHSOP Prospect House	599	0	115	485
Victoria Court	3,127	1	152	2,976
Elizabeth Court	424	0	112	312
Logandene	142	0	108	34
The Stewarts (now Lambourne Grove)	2,757	206	149	2,813
Wren Ward	10	-	0	10
<b>Learning Disabilities</b>				
LD General Charitable Funds	832	0	118	715
Little Plumstead	13,334	6,153	1,271	18,217
<b>North Essex - Learning Disabilities</b>				
Chesnut Grove/Woodside	56	0	1	55
Psychology	3,611	1	159	3,453
Training & Staff Development	3,688	1	160	3,529
Psychology	354	0	111	243
<b>Total</b>	<b>61,202</b>	<b>132,149</b>	<b>22,206</b>	<b>171,145</b>

All Charity funds are restricted