

NORFOLK AND SUFFOLK NHS FOUNDATION TRUST CHARITABLE FUND AND OTHER RELATED CHARITIES

England & Wales · Charity number 1103563

Details

Other names	SUFFOLK MENTAL HEALTH PARTNERSHIP NHS TRUST CHARITABLE FUND AND OTHER RELATED CHARITIES
Status	Registered
Legal form	Other
Registered	2004-05-04
Register	View on the Charity Commission register

Contact

Address	County Hall Martineau Lane Norwich Norfolk NR1 2DH
Phone	01603 421421
Email	charitablefunds@nsft.nhs.uk
Website	www.nsft.nhs.uk

Activities

Objects: SEE INDIVIDUAL CONSTITUENTS

Activities: During the year the Norfolk and Suffolk NHS Foundation Trust Charitable Fund continued to support a wide range of charitable and health related activities benefiting both patients and staff. In general, funds are used to purchase additional equipment and services that the NHS is unable to provide from other sources.

Classification

- **How:** Acts As An Umbrella Or Resource Body
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** Other Defined Groups

Geography

- Norfolk
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£31,785	£106,184	-	-
2024-03-31	£205,751	£184,034	-	-
2023-03-31	£38,516	£54,751	-	-
2022-03-31	£25,303	£74,513	-	-
2021-03-31	£194,554	£63,116	-	-

Trustees

Name	Role	Appointed
NORFOLK AND SUFFOLK NHS FOUNDATION TRUST		2013-08-12

Linked charities

- SUFFOLK MENTAL HEALTH PARTNERSHIP NHS TRUST CHARITABLE FUND (1103563-1)
- ALLINGTON NHS TRUST DISABILITIES SERVICES (1103563-10)
- ALDEBURGH AND DISTRICT COMMUNITY HOSPITAL FUND (1103563-11)
- FELIXSTOWE HOSPITAL FUND (1103563-12)
- THE EAST SUFFOLK LOCAL HEALTH SERVICES NHS TRUST (EXPENDABLE FUNDS) COMMON INVESTMENT FUND (1103563-13)
- MENTAL HEALTH SERVICES (1103563-14)
- LEARNING DISABILITY SERVICES (1103563-15)
- COMMUNITY SERVICES (1103563-16)
- CHILDREN'S SERVICES (1103563-17)
- WEST SUFFOLK PORTAGE SCHEME (1103563-18)
- NEWMARKET HOSPITAL (1103563-19)
- CENTRAL SUFFOLK PCT CHARITABLE FUND (1103563-2)
- NORFOLK AND SUFFOLK NHS FOUNDATION TRUST CHARITABLE FUND (1103563-20)
- ST ANDREWS GENERAL FUND (1103563-21)
- ST ANDREWS HOSPITAL STAFF BENEFITS FUND (1103563-22)
- HELLESDON HOSPITAL GENERAL FUND (1103563-23)
- HELLESDON HOSPITAL STAFF BENEFITS FUND (1103563-24)
- WEST NORWICH HOSPITAL GENERAL FUND (1103563-25)
- WEST NORWICH HOSPITAL STAFF BENEFITS FUND (1103563-26)
- REBECCA HOUSE STAFF BENEFITS FUND (1103563-27)
- REBECCA HOUSE GENERAL FUND (1103563-28)
- CYGNET HOUSE STAFF BENEFITS FUND (1103563-29)
- IPSWICH PCT CHARITABLE FUND (1103563-3)
- CYGNET HOUSE GENERAL FUND (1103563-30)
- MARY CHAPMAN HOUSE GENERAL FUND (1103563-31)
- BETHEL STREET GENERAL FUND (1103563-32)
- NORVIC CLINIC GENERAL FUND (1103563-33)
- NMHC STAFF BENEFITS FUND (1103563-34)
- NMHC GENERAL FUND (1103563-35)
- COASTAL DIRECTORATE STAFF BENEFITS FUND (1103563-36)
- COASTAL DIRECTORATE GENERAL FUND (1103563-37)
- PARTNERSHIP TRUST CHARITABLE FUND (1103563-4)
- SUFFOLK COASTAL PCT CHARITABLE FUND (1103563-5)

- SUFFOLK WEST PCT CHARITABLE FUND (1103563-6)
- WAVENEY PCT CHARITABLE FUND (1103563-7)
- WHITWELL FUND (1103563-8)
- ALLINGTON NHS TRUST CANCER RELIEF CHARITY (1103563-9)

Accounts

Charitable fund and other related charities

Annual report and accounts

1st April 2024 to 31st March 2025

Corporate Trustee:
Norfolk and Suffolk NHS Foundation Trust
Registered address:
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DH

Registered Charity Number: 1103563

Created by the governing document, the Trust Deed, dated 1 April 2004

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Corporate Trustee and Advisers

Corporate Trustee

Norfolk and Suffolk NHS Foundation Trust is the sole Corporate Trustee, with members of the Trust's Board acting as ex-officio trustees of the Charitable Funds.

The Board of Directors of Norfolk and Suffolk NHS Foundation Trust who served during the financial year and up to the date of signing the financial statements were as follows:

Chair

Zoe Billingham

Non-Executive Directors

Adrian Matthews (to 31.03.25)
Patricia Fuller
Lindsey Hoy
Dr Roger Hall
Sally Hardy (to 31.07.24)
David White (from 22.04.24)
James Barnard (to 27.06.24)
Marie Claire Delbrouque (from 11.11.24)
Paul Harrison (from 02.06.25)
Helen Taylor (from 15.04.25)
Julian Foster (from 07.03.25)

Associate Non-Executive Directors

James Barnard (from 28.06.24)

Executive Directors

Caroline Donovan – Chief Executive Officer
Cath Byford – Deputy Chief Executive and Chief People Officer
Jason Hollidge – Chief Finance Officer
Dr Faisal Sethi – Chief Medical Officer and Deputy Chief Executive Officer (from 06.09.24)
Tumi Banda – Interim Chief Nursing Officer (to 25.08.24)
Anthony Deery – Interim Chief Nurse (from 08.04.24 to 30.09.24)
Anthony Deery – Chief Nurse (from 01.10.24)
Kathryn Ellis – Chief Strategy, Improvement and Partnership Officer (to 31.05.24)
Thandie Matambanadzo – Chief Operating Officer (to 30.06.25)
Dr Sarah Maxwell – Chief Medical Officer (to 05.09.24)
Dr Sohail Abrar – Chief Medical Officer (to 05.09.24)
Dr Sarah Cornick – Interim Chief Transformation Officer (from 01.04.24 to 30.11.24)
Stewart Gee – Chief Transformation Officer (from 17.12.24)
Julie Hull – Interim Chief People Officer (from 13.01.25 to 01.06.25)

Gary O'Hare – Chief Operating Officer (from 19.05.25)
Jeremy Over – Chief People Officer (from 02.06.25)

The Corporate Trustee has delegated, within written terms of reference, day to day management of the funds to the Charitable Funds Committee.

The Committee was incorporated into the Trust's Performance and Finance Committee. From the 1st April 2025 the Charitable Funds Committee will hold their own standalone meetings with new Terms of Reference.

The Committee presently operates with the following membership:

Membership

- **A Non-executive Director will chair the Committee**

The membership of the Committee shall be:

- Non-executive Director (Chair)
- The Chief Finance Officer (or delegated nominee)
- Company Secretary

All committee members may delegate a suitable representative.

- **Nominated Representatives:
Norfolk and Suffolk NHS Foundation Trust**

- Adrian Matthews (to 31.03.25)
- Jason Hollidge – Chief Finance Officer
- Helen Potton – Interim Company Secretary (to 30.11.2024)
- Ade Kadiri – Company Secretary (from 04.02.25)

- No business shall be transacted at a meeting of the Charitable Funds Committee unless at least three representatives are present.

Charitable Funds Committee attendance 2024/25

	20 May 2024	19 November 2024
Adrian Matthews Non-executive Director	✓	✓
Jason Hollidge Chief Finance Officer	✓	✓
Helen Potton Interim Company Secretary	✓	✓

Registered Address

The Registered Office of the Charitable Fund is:

Norfolk and Suffolk NHS Foundation Trust
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DH

Telephone: 01603 421120

Principal Professional Advisers

Bankers:

Barclays Bank plc
P.O. Box 885
Mortlock House
Histon
Cambridge
CB24 9DE

Independent Examiner:

Helen Rumsey
Ensors
Connexions
159 Princes Street
Ipswich
Suffolk
IP1 1QJ

Report of the Corporate Trustee

The Corporate Trustee submits its Annual Report on the affairs of the Charity, together with the financial statements and independent examiner's report for the year ended 31 March 2025. The financial statements have been prepared in accordance with the accounting policies set out on pages 16-17, and comply with the Charitable Fund's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Charitable Objectives

The Charity is an NHS umbrella charity registered with the Charity Commissioners for England and Wales. The objectives of the umbrella charity are for the Trustee to apply the income, and at their discretion, so far as may be permissible, the capital for any charitable purpose or purposes relating to the services provided by:

- Norfolk and Suffolk NHS Foundation Trust

The funds are used to meet the objectives of the original donations or bequests, so far as is reasonably practicable. Where there are no specific objectives, the funds are used by the Charity for such purposes relating to services provided by them under the National Health Service Act 1977. The Charity meets the legal requirement of applying the funds for public benefit by ensuring that they are spent on the Trust's service users and the staff who care for them.

Specific Restrictions

The funds are managed in accordance with the conditions set out in the Trustee Investments Act 1961 and the governing document.

All the Charity's funds are regarded as designated funds for general purposes to particular NHS organisations or locations and are accounted for in accordance with the latest Guidance for NHS Charities from the Charity Commission. Twenty-eight funds are accounted for as unrestricted funds where the donor has made known their non-binding wishes to a particular area. The Trustee has adopted a policy of designating funds within the unrestricted funds in order to respect the wishes of our generous donors wherever possible.

Two funds are accounted for as restricted funds.

Structure, Governance and Management

The Charitable Funds Committee is a formal non-executive committee of the Trust's Board of Directors and has no executive powers, other than those specifically delegated to it in its Terms of Reference.

The Charitable Funds Committee, a committee of the Corporate Trustee, met twice during the year and makes recommendations to the Corporate Trustee on:

- Fund governance
- Investment policies
- Fundraising
- Expenditure policies and procedures, and
- Reporting arrangements

Designated Directors and Managers manage the funds within the umbrella Charity on behalf of the Corporate Trustee.

The funds are overseen by fund holders who can make recommendations on how to spend the money within their area. These recommendations are generally accepted, provided they meet a charitable principle and also correspond to the criteria of the purpose of the fund.

The accounting records and day to day administration of the funds are dealt with by the Assistant Financial Accountant, Estates Department, The Hollies, 155 Ribbans Road, Ipswich IP3 8XL.

The registered office of the Charitable Fund is:
Norfolk and Suffolk NHS Foundation Trust,
County Hall,
Martineau Lane,
Norwich
Norfolk
NR1 2DH.

Future Plans

The trustee does not expect any significant changes in the objectives of the Charity in the forthcoming year and will continue to receive and expend funds for the benefit of the Trust and its service users, and to support staff and service development where other sources are unavailable.

Principal Activities

Activities and achievements for public benefit

During the year the funds continued to support a wide range of charitable and health related activities benefiting both service users and staff.

In doing so the Trustees have had regard to the Charity Commission's guidance on public benefit and in general they are used to purchase additional equipment and services that the NHS is unable to provide from other sources.

There are three principal areas of activity within the Charity:

- **Contributions to the NHS** – where funds are received and expended for the benefit of the NHS.

There were no contributions to the NHS received or expended during 2024/25 (2023/24, Nil).

- **Patients' welfare and amenities** – where funds are received and expended for the benefit of service users.

Total expenditure for the year under this activity was £66,500 (2023/24, £173,800) of which the main expenditure is summarised below:

Expenditure included £3,400 from the Captain Sir Tom fund which was received and used for enhancing the well-being of service users. This included a mix of art supplies, garden furniture and games for various locations throughout the trust, and kitchen equipment for the ADL (Activities of Daily Living) kitchens at the Rivers Centre.

The Rivers Centre also benefitted from the purchase of gym equipment totalling £13,600. This was funded by utilising the balance of £13,500 in the Hellesdon Fete fund – a fund created to support patient exercise and wellbeing. The additional funding required was taken from the Trust Wide fund.

The Trust Wide fund also saw £4,400 expended by the Suffolk EIP team who were involved in the 'Voyage of Discovery' which saw several young service users and staff members sail from Ipswich to Portsmouth. This project was designed as adventure therapy and aimed to promote confidence and resilience in recovery. The fund was also accessed to purchase a shed and greenhouse for the Wedgwood Therapeutic Garden totalling £2,100.

Additional funding of £8,200 was utilised from the Wedgwood Patients fund for the completion of the Therapeutic Garden. This was to purchase a mix of benches, planters, garden mats and tools, plants and compost. Also included was the final payment to the construction company. A celebration of thanks for those involved in the creation of the garden took place in June. This saw service users, staff, and suppliers enjoy a tour of the finished garden.

In the summer of 2025, our armed forces veterans have taken on the challenge of climbing Snowdon and £2,600 has been used from their fund to book accommodation and travel for the event. Other expenditure from this fund included a total of £800 for attendance at the Remembrance Sunday Parade in London and a Christmas luncheon for the veterans.

The Young Carers 'Reach for the Sky' event took place in April 2024 and the remaining balance of £7,440 was paid from this fund. A further £1,050 was utilised for the various entertainers booked for the event, including fire eater, music and storytelling.

Samphire Ward benefitted from utilising £4,800 from the Chatterton House fund for the laying of turf in the garden, enabling service users to enjoy the enhanced outdoor space.

A total of £4,200 was spent by the Central Cluster Old People's Legacy fund for numerous activities and equipment including outings, takeaways and afternoon tea, musical entertainment, arts and crafts supplies, and kitchen /gardening items.

The dementia service also enjoyed additional outings and activities, totalling £1,000, funding for which came from the Stanley's Story fund.

Another £7,500, was spent on Christmas presents and festivities for the service users on the wards.

The remaining expenditure was given for smaller requests for the benefit of service users to enhance their experience.

- **Staff welfare and amenities** – where funds are received and expended for the benefit of staff.

Expenditure for the year under this activity amounted to £39,600 (2023/24, £10,200) of which the main expenditure is summarised below:

Expenditure included £14,500 received and used from the Captain Sir Tom fund for enhancing the well-being of NHS Staff and volunteers.

This funding provided for various team building days, picnics, meals, garden furniture and soft furnishings.

Additional funding of £4,800 was utilised from the Trust Staff General fund with £2,500 providing a buffet for operational staff working on various wards across the Trust on Christmas Day. A further £2,400 was spent on a Trust wide subscription to Five Dinners, an online service available to all staff offering guidance, information, menus and tips on healthy eating and nutrition thus promoting staff wellbeing.

£5,400 funded specialist support for the Communications team on co-production of literature and communications which ensured accessibility of such to the widest groups of people. The fund also enabled the team to hire and subsequently purchase public address equipment to assist in Board meetings totalling £4,800. The distribution of an AGM invite to all staff via email and where necessary post totalling £8,100 was also funded from this fund.

The remaining expenditure was given for smaller requests for the benefit of staff to enhance their experience.

Grant Making Policy

The Charity awards grants on an informal basis and in accordance with the objectives of the individual funds. The needs of the relevant hospital departments are considered, and grants are awarded in the circumstances where the NHS would not normally provide the equipment or service, and where there is a benefit to service users in the provision of the equipment or service. A Charitable Fund request form is completed in the first instance and is considered on its own merits with regard to service user needs and provision of sufficient public benefit. Fund holders are entrusted with making decisions on grant making and will decide the appropriateness of each application. The Charitable Funds Committee monitors income and grant making during the financial year.

Fund holders are able to authorise grants up to £1,000. Approval from Locality Directors is required for requests between £1,000 and £5,000. The Chief Finance Officer is required to approve requests between £5,000 and £25,000. Applications between £25,000 and £100,000 need to be approved by the Charitable Funds Committee with anything over £100,000 requiring Board approval.

The Charity also occasionally accepts grants from other charities for the benefit of service users and transmits the donation on their behalf ensuring that the request of the donor is honoured. No donations of this type were received in the year. (2023/24, Nil).

Financial Review

As shown in the following Statement of Financial Activities, the total value of funds held by the Charity decreased from £396,000 to £321,700.

A total of £31,800 was given to the Charity in the form of donations and legacies. (2023/24 - £107,500 was received for the Wedgwood Therapeutic Garden). The Charity has not made any further investments in 2024/25 due to the lack of return and the need for available cash to discharge grants.

Expenditure has decreased by £77,900 to £106,100. The independent examination fee for the year was £2,485.

The Charity encourages fund-raising by volunteers but does not depend on donations in kind to achieve its objectives.

Donations from the public via the online community have increased and we have been very grateful to receive over £7,700 in this way during 24/25 (2023/24, £7,300). Included in this total was £1,200 received for the Veterans fund and in particular the proposed Snowdon Climb. A further £2,500 was raised for the Dragonfly Unit by several staff members taking part in a skydive.

The Suffolk EIP service continued to raise funds for their 'Voyage of Discovery' and a total of £1,400 was raised before the event took place in April. The Wedgwood patients fund also received £1,700 for the Wedgwood Therapeutic Garden.

The Norwich Freeman's Charity gave a grant of £10,000 to the Young Carers Fund and in particular the 'Reach for the Skies' yearly event.

The Great Yarmouth fund received a donation of £1,600 from St Georges Theatre, the proceeds from a showing of a play written by an ex service user.

A total of £5,700 was received from the proceeds of sales from the OT Mount Shop and was placed in the Trust Wide fund to benefit the Northside service users.

Numerous smaller donations were received benefiting the Central Cluster Older Peoples Legacy, MBU, Trust Wide and Suffolk East General Mental Health funds.

The Trust is confident that there will be no further material financial impact on its activities as we enter a new financial year.

Reserves Policy

The Charity has been mindful of the need to reduce the level of reserves held and the Trustees will continue to review the balances held in the designated funds and encourage an appropriate level of expenditure. There are no target reserves as it is not the policy of the charitable fund to hold reserves. The fund holders are encouraged to spend monies on good causes rather than allowing funds to accumulate. The Charitable Funds Committee monitor any requests over £25,000, thereby anticipating the need to withdraw any investments that may be needed to fund approved grants.

Risk Management

Major risks to which the Charity is exposed have been identified and procedures have been put in place to mitigate those risks.

All funds are checked, and an assessment is undertaken before a payment is made to ensure that there is money available to meet expenditure. Procedures are in place to safeguard the receipting of donations and the banking of cash and cheques.

The Charitable Funds Committee monitors income and expenditure during the financial year. The Trustees have taken a cautious approach to investment by ensuring that assets are invested in low-risk ethical funds and kept as cash holdings. Cash holdings that are set aside for day-to-day transactions are kept to a minimum.

Investment Policy

It is the policy of the Charity to ensure:

- Effective and secure investment of charitable monies
- Maximisation of investment income, and
- Maintenance of appropriate working cash balances for day-to-day transactions

No investments were held within this current year due to poor interest return.

Going concern

The charity has no current liabilities and there are sufficient cash reserves. As a result, the trustees are confident that the charity is still considered to be a going concern.

Statement of Trustee responsibilities in respect of the Trustee Annual Report and the financial statements

Under Charity Law, the Trustees are responsible for preparing the Trustee Annual Report and the financial statements for each financial year, which show a true and fair view of the state of affairs of the Charity and its incoming resources and application of resources for that year.

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

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements.
- State whether the financial statements comply with the Trust deed and rules, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue its activities.

The Trustees are required to act in accordance with the Trust deed and the rules of the Charity, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the Charity at that time, and to enable the Trustees to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011,

those statements of accounts comply with the requirements of regulations under that provision. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Charity and to prevent and detect fraud and other irregularities.

Thank You

On behalf of the staff and service users who have benefited from the donations and legacies given, the Corporate Trustee would like to thank all service users, relatives, staff, and the general public for their generosity.

Further information:

If you require further information about the work and operation of the Fund, please contact the Chief Finance Officer, Norfolk and Suffolk NHS Foundation Trust, County Hall, Martineau Lane, Norwich, Norfolk NR1 2DH.

By order of the Trustee

Signed:



Zoe Billingham

Chair

Date: 30 December 2025



Jason Hollidge

Chief Finance Officer and Trustee

Date: 30 December 2025

Independent examiner's report to the trustee of Norfolk and Suffolk NHS Foundation Trust Charitable Fund and Other Related Charities

I report to the trustee on my examination of the accounts of the Norfolk and Suffolk NHS Foundation Trust Charitable Fund and Other Related Charities (the Charity) for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustee of the Charity 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 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1) accounting records were not kept in respect of the 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.

Signed:



Mrs H Rumsey FCA
Ensors
Connexions
159 Princes Street
Ipswich
IP1 1QJ

Date: 5th January 2026

Annual accounts

for the year ended 31 March 2025

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Statement of Financial Activities

for the year ended 31 March 2025

		2024/25			2023/24
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	Notes	£'000	£'000	£'000	£'000
Income from					
Donations and legacies	2	32	-	-	205
Total income		32	-	-	205
Expenditure on					
Charitable Activities	3	(88)	(18)	-	(184)
Total expenditure		(88)	(18)	-	(184)
Net (expenditure) / income		(56)	(18)	-	21
Transfer of funds		-	-	-	-
Net movement in funds		(56)	(18)	-	21
Fund balances brought forward at 1 April 2024		344	52	-	375
Fund balances carried forward at 31 March 2025		288	34	-	396

All income and expenditure is derived from continuing activities.

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

The notes on pages 16 to 25 form part of these accounts.

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Balance sheet

as at 31 March 2025

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total 31-Mar-25	Total 31-Mar-24
	Notes	£'000	£'000	£'000	£'000	£'000
Current Assets						
Cash at bank and in hand		288	34	-	322	396
Current Assets		288	34	-	322	396
Total Assets		288	34	-	322	396
Liabilities						
Current Liabilities		-	-	-	-	-
Total Assets Less Current Liabilities		288	34	-	322	396
Funds of the Charity						
Unrestricted/Restricted:						
Income Funds	7	288	34	-	322	396
Total Funds		288	34	-	322	396

The notes on pages 16 to 25 form part of these accounts.

These financial statements were approved by the Corporate Trustee and signed on its behalf by



Jason Hollidge

Chief Finance Officer and Trustee

Date: 30 December 2025

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Statement of cash flows

for the year ended 31 March 2025

	Note	Total	Total
		31-Mar	31-Mar
		2025	2024
		£'000	£'000
Cash Flows from operating activities:			
Net cash from activities	9	(74)	21
Cash flows from investing activities:			
Proceeds from sale of investments		-	-
Net cash provided by investing activities		-	-
Change in cash and cash equivalents in the reporting period			
Change in cash and cash equivalents at the beginning of the reporting period	8	396	375
Change in cash and cash equivalents in the reporting period		(74)	21
Change in cash and cash equivalents at the end of the reporting period	8	322	396

Notes forming part of the financial statements

1 Accounting Policies

1.1 Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the accruals concept and have been prepared under the historical cost convention.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest thousand £.

The financial statements have been prepared in accordance with the Charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019).

The financial statements are prepared on a going concern basis and the principal accounting policies have been applied consistently throughout the year. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

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

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice, which is referred to in the Regulations, but which has since been withdrawn.

1.2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources.

The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

1.3 Financial Instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction

is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.4 Fund Accounting

The Charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds are provided to the Charity for particular purposes, and it is the policy of the Board of Trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

2 Income

2.1 Income is generated from voluntary donations, legacies, fundraising events and interest on cash at bank. The charity does not undertake charitable trading.

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 - control over the right or other access to the economic benefit has passed to the charity
- ii) Probable - where it is more likely than not that the economic benefits associated with the transaction or gift will flow to the charity
- iii) Measurement - the monetary value or amount of the income can be measured reliably, and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably

b) Legacies

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

This will be once confirmation has been received from the representatives of the estate that probate has been granted, the executors have established that 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 of the conditions for income recognition are met.

c) Investment income

The Trust implements a charitable funds investment policy to ensure:

- i) Effective and secure investment of charitable monies
- ii) Maximisation of investment income
- iii) Maintenance of appropriate cash balances for day-to-day transactions

There was no investment income received during this current year.

3 Expenditure

The corporate trustee recognises liabilities in the accounts once they have incurred either a legal or constructive obligation to expend funds.

Expenditure for patient welfare, staff welfare and other contributions to the NHS are included in Charitable Activities. Expenditure is incurred directly by the charity in support of the NHS and is allocated to the appropriate fund.

Expenditure was incurred as follows:

	Total	Total
	31 March	31 March
	2025	2024
Unrestricted	£'000	£'000
Other patients' welfare and amenities	64	160
Other staff welfare and amenities	25	4
	88	164
Restricted	£'000	£'000
Other patients' welfare and amenities	3	14
Other staff welfare and amenities	15	6
	18	20

The 30 funds held by the Charity fall under the management of Norfolk and Suffolk NHS Foundation Trust. Charges for the annual Independent Examination and administration fees are therefore met by Norfolk and Suffolk NHS Foundation Trust. The independent examination fee for the year was £2,485 (2023-24, £2,300).

4 Related party transactions

During the year none of the members of the key management staff or parties related to them have undertaken any material transactions or received any remuneration or expenses from the charitable fund (2023-24, Nil).

The charitable trust has made no revenue or capital payments to Norfolk and Suffolk NHS Foundation Trust. There were no outstanding balances at year end.

At any one-time Norfolk and Suffolk NHS Foundation Trust holds balances for debtors and creditors relating to the transactions it processes on behalf of the Charity, which are normally settled within the following month.

5 Grants made to institutions

Grants are made in furtherance of the charitable objectives of the fund in accordance with the governing document which established the charity for purposes relating to the NHS.

During the year no grants were paid (2023-24, Nil).

6 Grants paid to individuals

During the year the charity made no small grants relating to patients' welfare (2023-24, Nil).

7 Summary and structure of funds

The report of the corporate trustee describes the structure of the funds. A summary of the funds as of 31 March 2025 is given below. The charity adheres to a policy that no transfers are made between funds unless in exceptional circumstances, for example where a fund is being wound up and the remaining balance is transferred to a comparable fund.

If no restriction is conveyed by the donor, funds are placed in the designated area that the donation is gifted.

No endowment funds were held during the current year.

	Total	Total
	31 March	31 March
	2025	2024
Unrestricted :	£'000	£'000
Norfolk and Suffolk NHS FT	288	344
	288	344
Restricted :	£'000	£'000
Captain Sir Tom	28	46
The Lanes	6	6
	34	52

7 Summary and Structure of Funds - 2024-25

Material Funds

Unrestricted Funds

Norfolk and Suffolk NHS FT - Unrestricted Funds:		Balance 1 April 2024	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2025
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
The Late J O Lyas	General Purpose fund designated for the benefit of the Insight Magazine	75	-	(19)	-	-	56
Foxhall House LSU	General Purpose fund designated for the benefit of service users at the LSU (Low Secure Unit)	1	-	-	-	-	1
Wedgwood Patients	General purpose fund designated for Wedgwood patients	10	2	(9)	-	-	3
Central Cluster Older	General purpose fund designated for older people	14	-	(6)	-	-	8
Chatterton House	General Purpose fund designated for Chatterton House	48	1	(5)	-	-	44
Gt Yarmouth	General Purpose fund designated for Great Yarmouth Services	6	2	(1)	-	-	7
Trust Wide	General purpose fund designated for Trust Wide services	68	9	(10)	-	-	67
West Norfolk	General purpose fund designated for services in West Norfolk	5	-	(1)	-	-	4
Suffolk East General Mental Health	General purpose fund designated for the benefit of service users in the Suffolk East Location	44	2	(5)	-	-	41
Young Carers	General Purpose fund designated to benefit Young Carers in the community	10	10	(9)	-	-	11
Others (18 funds)		64	6	(23)	-	-	46
Total		344	32	(88)	-	-	288

7 Summary and Structure of Funds (continued) – 2024-25

Material Funds

Restricted Funds

Norfolk and Suffolk NHS FT - Restricted Funds:		Balance 1 April 2024	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2025
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
Captain Sir Tom	Fund designated to benefit NHS staff, volunteers and service users	46	-	(18)	-	-	28
The Lanes	Fund designated to benefit the Dialectical Behaviour Therapy programme	6	-	-	-	-	6
Total		52	-	(18)	-	-	34

7 Summary and Structure of Funds (continued) – 2023-24

Material Funds

Unrestricted Funds

Norfolk and Suffolk NHS FT - Unrestricted Funds:		Balance 1 April 2023	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2024
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
The Late J O Lyas	General Purpose fund designated for the benefit of the Insight Magazine	76	-	(2)	-	-	75
Foxhall House LSU	General Purpose fund designated for the benefit of service users at the LSU (Low Secure Unit)	1	-	-	-	-	1
Wedgwood Patients	General purpose fund designated for Wedgwood patients	27	108	(125)	-	-	10
Central Cluster Older	General purpose fund designated for older people	22	1	(9)	-	-	14
Chatterton House	General Purpose fund designated for Chatterton House	48	-	-	-	-	48
Gt Yarmouth	General Purpose fund designated for Great Yarmouth Services	7	-	(1)	-	-	6
Trust Wide	General purpose fund designated for Trust Wide services	11	63	(6)	-	-	68
West Norfolk	General purpose fund designated for services in West Norfolk	5	-	-	-	-	5
Suffolk East General Mental Health	General purpose fund designated for the benefit of service users in the Suffolk East Location	50	4	(10)	-	-	44
Young Carers	General Purpose fund designated to benefit Young Carers in the community	5	11	(6)	-	-	10
Others (18 funds)		57	12	(5)	-	-	64
Total		309	199	(164)	-	-	344

7 Summary and Structure of Funds (continued) – 2023-24

Material Funds

Restricted

Norfolk and Suffolk NHS FT - Restricted Funds:		Balance 1 April 2023	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2024
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
Captain Sir Tom	Fund designated to benefit NHS staff, volunteers and service users	66	-	(20)	-	-	46
The Lanes	Fund designated to benefit the Dialectical Behaviour Therapy programme	-	6	-	-	-	6
Total		66	6	(20)	-	-	52

Summary

	Total 31 March 2025 £'000	Total 31 March 2024 £'000
Endowment funds	-	-
Restricted Funds	34	52
Unrestricted Funds	288	344
Total Funds	322	396

Funds have arisen from a variety of sources principally legacies and donations

8 Analysis of Net Assets between funds

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 31 March 2025	Total 31 March 2024
	£'000	£'000	£'000	£'000	£'000
Current assets -					
Cash at bank and in hand	288	34	-	322	396
	288	34	-	322	396

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 31 March 2024	Total 31 March 2023
	£'000	£'000	£'000	£'000	£'000
Current assets -					
Cash at bank and in hand	344	52	-	396	375
	344	52	-	396	375

Analysis of Cash and cash equivalents

	Total 31 March 2025	Total 31 March 2024
	£'000	£'000
Cash in hand	322	396
Total cash and cash equivalents	322	396

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

9 Net cash flow from operating activities

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

	Current Year £'000	Prior Year £'000
Net (expenditure) / income for the reporting period (as per the statement of financial activities)	(74)	21
Adjustments for:		
Decrease in debtors	-	-
(Decrease) in creditors	-	-
Net cash (used in) / from operating activities	(74)	21

10 Prior year comparative statement of financial activities

					2023/24
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	Notes	£'000	£'000	£'000	£'000
Income from					
Donations and legacies	2	199	6	-	205
Total income		199	6	-	205
Expenditure on					
Charitable Activities	3	(164)	(20)	-	(184)
Total expenditure		(164)	(20)	-	(184)
Net (expenditure) / income		35	(14)	-	21
Transfer of funds		-	-	-	-
Net movement in funds		35	(14)	-	21
Fund balances brought forward at 1 April 2023		309	66	-	375
Fund balances carried forward at 31 March 2024		344	52	-	396

Patient Advice and Liaison Service (PALS)

NSFT PALS provides confidential advice, information and support, helping you to answer any questions you have about our services or about any health matters.



If you would like this leaflet in large print, audio, Braille, alternative format or a

different language, please contact PALS and we will do our best to help.

Email: PALS@nsft.nhs.uk

or call PALS Freephone 0800 279 7257

**Trust
Headquarters:**
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DH

 01603 421421

 nsft.nhs.uk 

@NSFTtweets 

NSFTTrust

Norfolk and Suffolk NHS Foundation Trust values and celebrates the diversity of all the communities we serve. We are fully committed to ensuring that all people have equality of opportunity to access our service, irrespective of their age, gender, ethnicity, race, disability, religion or belief, sexual orientation, marital or civil partnership or social and economic status.

Accounts

Charitable fund and other related charities

Annual report and accounts

1st April 2023 to 31st March 2024

Corporate Trustee:
Norfolk and Suffolk NHS Foundation Trust
Registered address:
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DH

Registered Charity Number: 1103563

Created by the governing document, the Trust Deed, dated 1 April 2004

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Corporate Trustee and Advisers

Corporate Trustee

Norfolk and Suffolk NHS Foundation Trust is the sole Corporate Trustee, with members of the Trust's Board acting as ex-officio trustees of the Charitable Funds.

The Board of Directors of Norfolk and Suffolk NHS Foundation Trust who served during the financial year and up to the date of signing the financial statements were as follows:

Chair

Zoe Billingham

Non-Executive Directors

Tim Newcomb (to 31.08.23)
 Pip Coker (to 31.03.24)
 Ken Applegate (to 30.04.23)
 Adrian Matthews
 Patricia Fuller
 Lindsey Hoy
 Dr Roger Hall
 Sally Hardy
 David White (from 22.04.24)
 James Barnard (from 03.07.23 to 27.06.24)

Associate Non-Executive Directors

James Barnard (from 28.06.24)

Executive Directors

Stuart Richardson – Chief Executive (to 31.10.23)
 Caroline Donovan – Chief Executive (from 23.10.23)
 Cath Byford – Deputy Chief Executive and Chief People Officer
 Jason Hollidge – Chief Finance Officer
 Diane Hull – Chief Nurse (to 31.07.23)
 Tumi Banda – Interim Chief Nursing Officer (from 10.07.23 to 30.04.24)
 Anthony Deery – Chief Nurse (from 08.04.24)
 Kathryn Ellis – Chief Strategy, Improvement and Partnership Officer (to 31.05.24)
 Thandie Matambanadzo – Chief Operating Officer
 Dr Sarah Maxwell – Chief Medical Officer (from 12.02.24 to 05.09.24)
 Dr Sohail Abrar – Chief Medical Officer (from 12.02.24 to 05.09.24)
 Faisil Sethi – Chief Medical Officer (from 06.09.24)

The Corporate Trustee has delegated, within written terms of reference, day to day management of the funds to the Charitable Funds Committee. The Committee is now incorporated into the Trust's Performance and Finance Committee.

The Committee operates with the following membership:

Membership

- **A Non-executive Director will chair the Committee.**

The membership of the Committee shall be:

- Non-executive Director (Chair)
- The Chief Finance Officer (or delegated nominee)
- Company Secretary

All committee members may delegate a suitable representative.

- **Nominated Representatives: Norfolk and Suffolk NHS Foundation Trust**

- Adrian Matthews
- Jason Hollidge – Chief Finance Officer
- Jean Clark - Company Secretary (to 05.01.24)
- Helen Potton – Interim Company Secretary (from 11.12.23)

- No business shall be transacted at a meeting of the Charitable Funds Committee unless at least three representatives are present.

Charitable Funds Committee attendance 2023/24

	17 May 2023	15 November 2023
Adrian Matthews	✓	✓
Non-executive Director		
Jason Hollidge	✓	✓
Chief Finance Officer		
Jean Clark	✓	✓
Company Secretary		

Registered Address

The Registered Office of the Charitable Fund is:

Norfolk and Suffolk NHS Foundation Trust
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DH

Telephone: 01603 421120

Principal Professional Advisers

Bankers:

Barclays Bank plc
P.O. Box 885
Mortlock House
Histon
Cambridge
CB24 9DE

Independent Examiner:

Helen Rumsey
Ensors Accountants LLP
Connexions
159 Princes Street
Ipswich
Suffolk
IP1 1QJ

Report of the Corporate Trustee

The Corporate Trustee submits its Annual Report on the affairs of the Charity, together with the financial statements and independent examiner's report for the year ended 31 March 2024. The financial statements have been prepared in accordance with the accounting policies set out on pages 16-17, and comply with the Charitable Fund's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Charitable Objectives

The Charity is an NHS umbrella charity registered with the Charity Commissioners for England and Wales. The objectives of the umbrella charity are for the Trustee to apply the income, and at their discretion, so far as may be permissible, the capital for any charitable purpose or purposes relating to the services provided by:

- Norfolk and Suffolk NHS Foundation Trust

The funds are used to meet the objectives of the original donations or bequests, so far as is reasonably practicable. Where there are no specific objectives, the funds are used by the Charity for such purposes relating to services provided by them under the National Health Service Act 1977. The Charity meets the legal requirement of applying the funds for public benefit by ensuring that they are spent on the Trust's service users and the staff who care for them.

Specific Restrictions

The funds are managed in accordance with the conditions set out in the Trustee Investments Act 1961 and the governing document.

All the Charity's funds are regarded as designated funds for general purposes to particular NHS organisations or locations and are accounted for in accordance with the latest Guidance for NHS Charities from the Charity Commission. Twenty-nine funds are accounted for as unrestricted funds where the donor has made known their non-binding wishes to a particular area. The Trustee has adopted a policy of designating funds within the unrestricted funds in order to respect the wishes of our generous donors wherever possible.

Two funds are accounted for as restricted funds.

Structure, Governance and Management

The Charitable Funds Committee is a formal non-executive committee of the Trust's Board of Directors and has no executive powers, other than those specifically delegated to it in its Terms of Reference.

The Charitable Funds Committee, a committee of the Corporate Trustee, met twice during the year and makes recommendations to the Corporate Trustee on:

- Fund governance
- Investment policies
- Fundraising
- Expenditure policies and procedures, and
- Reporting arrangements

Designated Directors and Managers manage the funds within the umbrella Charity on behalf of the Corporate Trustee.

The funds are overseen by fund holders who can make recommendations on how to spend the money within their area. These recommendations are generally accepted, provided they meet a charitable principle and also correspond to the criteria of the purpose of the fund.

The accounting records and day to day administration of the funds are dealt with by the Assistant Financial Accountant, Estates Department, The Hollies, 155 Ribbans Road, Ipswich IP3 8XL.

The registered office of the Charitable Fund is:
Norfolk and Suffolk NHS Foundation Trust,
County Hall,
Martineau Lane,
Norwich
Norfolk
NR1 2DH.

Future Plans

The trustee does not expect any significant changes in the objectives of the Charity in the forthcoming year and will continue to receive and expend funds for the benefit of the Trust and its service users, and to support staff and service development where other sources are unavailable.

Principal Activities

Activities and achievements for public benefit

During the year the funds continued to support a wide range of charitable and health related activities benefiting both service users and staff.

In doing so the Trustees have had regard to the Charity Commission's guidance on public benefit and in general they are used to purchase additional equipment and services that the NHS is unable to provide from other sources.

There are three principal areas of activity within the Charity:

- **Contributions to the NHS** – where funds are received and expended for the benefit of the NHS

There were no contributions to the NHS received or expended during 2023/24 (2022/23, Nil).

- **Patients' welfare and amenities** – where funds are received and expended for the benefit of service users.

Total expenditure for the year under this activity was £173,800 (2022/23, £39,400) of which the main expenditure is summarised below:

Expenditure included £13,700 from the Captain Sir Tom fund which was received and used for enhancing the well-being of service users impacted by COVID-19. Included in this was £12,300 used for the therapeutic garden at the Wedgwood Unit and utilised on elements of design, construction and fencing. The remaining £1,400 was used to purchase various garden plants and furniture for other services.

The therapeutic garden at the Wedgwood Unit also utilised £124,300 of the monies raised for this purpose for the continuation and completion of the garden. This included not only the design and main construction of the garden but the purchase of a geodome, plants, trees, bulbs and bird boxes. The garden is nearing completion with an opening celebration scheduled for early summer 2024.

Additional funding of £7,600 for the purchase of a Mobii Interactive Sensory table came from the Suffolk East General Mental Health fund. The Mobii is able to provide large and small group activities, or 1-2-1's to promote movement, social engagement, social interaction, reminiscence, learning and cognitive challenges, by projecting onto any horizontal surface.

The Young Carers 'Reach for the Sky' event was booked for April 2024 and the deposit of £6,000 was paid from the fund mid- March.

A total of £5,600 was spent by the Central Cluster Old People's Legacy fund for numerous activities and equipment including outings, takeaways and afternoon tea, musical entertainment and kitchen / gardening items. The dementia service also enjoyed additional outings and activities, totalling £1,800, funding for which came from the Stanley's Story fund.

Another £8,800, was spent on Christmas presents and festivities for the service users on the wards.

The remaining expenditure was given for smaller requests for the benefit of service users to enhance their experience

- **Staff welfare and amenities** – where funds are received and expended for the benefit of staff

Expenditure for the year under this activity amounted to £10,200 (2022/23, £15,400) of which the main expenditure is summarised below:

Expenditure included £6,800 received and used from the Captain Sir Tom fund for enhancing the well-being of NHS Staff and volunteers impacted by COVID-19.

This funding provided for various team building days, team picnics and lunches, garden plants and two wellbeing talks made available to all staff on better sleep and menopause awareness.

A further £1,700 funded specialist support for the Communications team in co-production of literature and communications which ensured accessibility of such to the widest groups of people.

The remaining expenditure was given for smaller requests for the benefit of staff to enhance their experience.

Grant Making Policy

The Charity awards grants on an informal basis and in accordance with the objectives of the individual funds. The needs of the relevant hospital departments are considered, and grants are awarded in the circumstances where the NHS would not normally provide the equipment or service, and where there is a benefit to service users in the provision of the equipment or service. A Charitable Fund request form is completed in the first instance and is considered on its own merits with regard to service user needs and provision of sufficient public benefit. Fund holders are entrusted with making decisions on grant making and will decide the appropriateness of each application. The Charitable Funds Committee monitors income and grant making during the financial year.

Fund holders are able to authorise grants up to £1,000. Approval from Service Directors is required for requests between £1,000 and £5,000. The Chief Finance Officer is required to approve requests between £5,000 and £25,000. Applications between £25,000 and £100,000 need to be approved by the Charitable Funds Committee with anything over £100,000 requiring Board approval.

The Charity also occasionally accepts grants from other charities for the benefit of service users and transmits the donation on their behalf ensuring that the request of the donor is honoured. No donations of this type were received in the year. (2022/23, Nil).

Financial Review

As shown in the following Statement of Financial Activities, the total value of funds held by the Charity increased from £375,000 to £396,000.

A total of £205,800 was given to the Charity in the form of donations and legacies. This was £167,200 more than last year. The Charity has not made any further investments in 2023/24 due to the lack of return and the need for available cash to discharge grants.

Expenditure has increased by £129,300 to £184,000. The independent examination fee for the year was £2,300.

The Charity encourages fund-raising by volunteers but does not depend on donations in kind to achieve its objectives.

Donations from the public via the online community have increased and we have been very grateful to receive over £7,300 in this way during 23/24 (2022/23, £1,600). Included in this total was £3,400 received for the Suffolk EIP service and in particular the 'Voyage of Discovery' which will see service users and staff take part in the first leg of a 208 mile sailing trip. This project is designed as adventure therapy and aims to promote confidence and resilience in recovery.

The majority of the donations in 23/24 have been received for the benefit of the Wedgwood Therapeutic Garden with a total of £107,500 received. The garden once complete will help service user recovery by the practical, social and therapeutic elements of gardening, with the opportunity of building confidence and skills to keep people out of hospital.

A further £6.5k was received for the Lanes fund relating to Dialectical Behaviour Therapy (DBT), £9k for the Young Carers fund and £3.2k for the Veterans fund.

The creation of the Stanley's Story fund, saw a donation of £8.3k being received from the family. This is to be used for activities and outings for our dementia services users at Hammerton Court and surrounding areas.

Numerous smaller donations were received benefiting the Central Cluster Older People Legacy, Trust Wide and Suffolk East General Mental Health funds.

The NSFT Charitable Fund was also included as a beneficiary in two wills which saw a total of £61.6k being received for the benefit of service users and staff on the Hellesdon Hospital site and Willows Ward, Woodlands - £58.5k and £3.1k respectively.

The Trust is confident that there will be no further material financial impact on its activities as we enter a new financial year.

Reserves Policy

The Charity has been mindful of the need to reduce the level of reserves held and the Trustees will continue to review the balances held in the designated funds and encourage an appropriate level of expenditure. There are no target reserves as it is not the policy of the charitable fund to hold reserves. The fund holders are encouraged to spend monies on good causes rather than allowing funds to accumulate. The Charitable Funds Committee monitor any requests over £25,000, thereby anticipating the need to withdraw any investments that may be needed to fund approved grants.

Risk Management

Major risks to which the Charity is exposed have been identified and procedures have been put in place to mitigate those risks. All funds are checked and an assessment is undertaken before a payment is made to ensure that there is money available to meet expenditure. Procedures are in place to safeguard the receipting of donations and the banking of cash and cheques. The Charitable Funds Committee monitors income and expenditure during the financial year. The Trustees have taken a cautious approach to investment by ensuring that assets are invested in low-risk ethical funds and kept as cash holdings. Cash holdings that are set aside for day-to-day transactions are kept to a minimum.

Investment Policy

It is the policy of the Charity to ensure:

- Effective and secure investment of charitable monies
- Maximisation of investment income, and
- Maintenance of appropriate working cash balances for day-to-day transactions

No investments were held within this current year due to poor interest return.

Going concern

The charity has no current liabilities and there are sufficient cash reserves. As a result, the trustees are confident that the charity is still considered to be a going concern.

Statement of Trustee responsibilities in respect of the Trustee Annual Report and the financial statements

Under charity law, the Trustees are responsible for preparing the Trustee Annual Report and the financial statements for each financial year, which show a true and fair view of the state of affairs of the Charity and its incoming resources and application of resources for that year.

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

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements
- State whether the financial statements comply with the Trust deed and rules, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue its activities

The Trustees are required to act in accordance with the Trust deed and the rules of the Charity, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the Charity at that time, and to enable the Trustees to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011,

those statements of accounts comply with the requirements of regulations under that provision. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Charity and to prevent and detect fraud and other irregularities.

Thank You

On behalf of the staff and service users who have benefited from the donations and legacies given, the Corporate Trustee would like to thank all service users, relatives, staff, and the general public for their generosity.

Further information:

If you require further information about the work and operation of the Fund, please contact the Chief Finance Officer, Norfolk and Suffolk NHS Foundation Trust, County Hall, Martineau Lane, Norwich, Norfolk NR1 2DH.

By order of the Trustee

Signed:

Zoe Billingham



Chair
Date:

Jason Hollidge



Chief Finance Officer and Trustee
Date: 03/12/2024

Independent examiner's report to the trustee of Norfolk and Suffolk NHS Foundation Trust Charitable Fund and Other Related Charities

I report to the trustee on my examination of the accounts of the Norfolk and Suffolk NHS Foundation Trust Charitable Fund and Other Related Charities (the Charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustee of the Charity 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 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

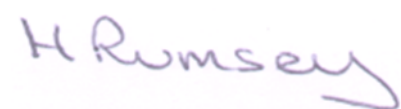
Independent examiner's statement

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

- 1) accounting records were not kept in respect of the 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.

Signed:



Mrs H Rumsey FCA
Ensors Accountants LLP
Connexions
159 Princes Street
Ipswich
IP1 1QJ

Date: 4th December 2024

Annual accounts

for the year ended 31 March 2024

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Statement of Financial Activities

for the year ended 31 March 2024

		2023/24			2022/23
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	Notes	£'000	£'000	£'000	£'000
Income from					
Donations and legacies	2	199	6	-	205
Total income		199	6	-	205
Expenditure on					
Charitable Activities	3	(164)	(20)	-	(184)
Total expenditure		(164)	(20)	-	(184)
Net (expenditure) / income		35	(14)	-	21
Transfer of funds		-	-	-	-
Net movement in funds		35	(14)	-	21
Fund balances brought forward at 1 April 2023		309	66	-	375
Fund balances carried forward at 31 March 2024		344	52	-	396

All income and expenditure is derived from continuing activities.

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

The notes on pages 16 to 25 form part of these accounts.

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Balance sheet

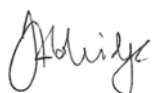
as at 31 March 2024

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total 31-Mar-24	Total 31-Mar-23
	Notes	£'000	£'000	£'000	£'000	£'000
Current Assets						
Cash at bank and in hand		344	52	-	396	375
Current Assets		344	52	-	396	375
Total Assets		344	52	-	396	375
Liabilities						
Current Liabilities		-	-	-	-	-
Total Assets Less Current Liabilities		344	52	-	396	375
Funds of the Charity						
Unrestricted/Restricted:						
Income Funds	7	344	52	-	396	375
Total Funds		344	52	-	396	375

The notes on pages 16 to 25 form part of these accounts.

These financial statements were approved by the Corporate Trustee and signed on its behalf by

Jason Hollidge



Chief Finance Officer and Trustee

Date: 03/12/2024

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Statement of cash flows

for the year ended 31 March 2024

	Note	Total	Total
		31-Mar	31-Mar
		2024	2023
		£'000	£'000
Cash Flows from operating activities:			
Net cash from activities	9	21	(16)
Cash flows from investing activities:			
Proceeds from sale of investments		-	-
Net cash provided by investing activities		-	-
Cash in change and cash equivalents in the reporting period			
Cash and cash equivalents at the beginning of the reporting period	8	375	391
Change in cash and cash equivalents in the reporting period		21	(16)
Cash and cash equivalents at the end of the reporting period	8	396	375

Notes forming part of the financial statements

1 Accounting Policies

1.1 Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the accruals concept and have been prepared under the historical cost convention.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest thousand £.

The financial statements have been prepared in accordance with the Charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019).

The financial statements are prepared on a going concern basis and the principal accounting policies have been applied consistently throughout the year. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

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

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations, but which has since been withdrawn.

1.2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources.

The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

1.3 Financial Instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction

is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.4 Fund Accounting

The Charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds are provided to the Charity for particular purposes, and it is the policy of the Board of Trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

2 Income

2.1 Income is generated from voluntary donations, legacies, fundraising events and interest on cash at bank. The charity does not undertake charitable trading.

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 - control over the right or other access to the economic benefit has passed to the charity
- ii) Probable - where it is more likely than not that the economic benefits associated with the transaction or gift will flow to the charity
- iii) Measurement - the monetary value or amount of the income can be measured reliably and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably

b) Legacies

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

This will be once confirmation has been received from the representatives of the estate that probate has been granted, the executors have established that 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 of the conditions for income recognition are met.

c) Investment income

The Trust implements a charitable funds investment policy to ensure:

- i) Effective and secure investment of charitable monies
- ii) Maximisation of investment income
- iii) Maintenance of appropriate cash balances for day-to-day transactions

There was no investment income received during this current year.

3 Expenditure

The corporate trustee recognises liabilities in the accounts once they have incurred either a legal or constructive obligation to expend funds.

Expenditure for patient welfare, staff welfare and other contributions to the NHS are included in Charitable Activities. Expenditure is incurred directly by the charity in support of the NHS and is allocated to the appropriate fund.

Expenditure was incurred as follows:

	Total	Total
	31 March	31 March
	2024	2023
Unrestricted	£'000	£'000
Other patients' welfare and amenities	160	28
Other staff welfare and amenities	4	11
	164	39
Restricted	£'000	£'000
Other patients' welfare and amenities	14	12
Other staff welfare and amenities	6	4
	20	16

The 31 funds held by the Charity fall under the management of Norfolk and Suffolk NHS Foundation Trust. Charges for the annual Independent Examination and administration fees are therefore met by Norfolk and Suffolk NHS Foundation Trust. The independent examination fee for the year was £2,300 (2022-23, £2,190).

4 Related party transactions

During the year none of the members of the key management staff or parties related to them have undertaken any material transactions or received any remuneration or expenses from the charitable fund (2022-23, Nil).

The charitable trust has made no revenue or capital payments to Norfolk and Suffolk NHS Foundation Trust. There were no outstanding balances at year end.

At any one-time Norfolk and Suffolk NHS Foundation Trust holds balances for debtors and creditors relating to the transactions it processes on behalf of the Charity, which are normally settled within the following month.

5 Grants made to institutions

Grants are made in furtherance of the charitable objectives of the fund in accordance with the governing document which established the charity for purposes relating to the NHS.

During the year no grants were paid (2022-23, Nil).

6 Grants paid to individuals

During the year the charity made no small grants relating to patients' welfare (2022-23, Nil).

7 Summary and structure of funds

The report of the corporate trustee describes the structure of the funds. A summary of the funds as at 31 March 2024 is given below. The charity adheres to a policy that no transfers are made between funds unless in exceptional circumstances, for example where a fund is being wound up and the remaining balance is transferred to a comparable fund.

If no restriction is conveyed by the donor, funds are placed in the designated area that the donation is gifted.

No endowment funds were held during the current year.

	Total	Total
	31 March	31 March
	2024	2023
Unrestricted :	£'000	£'000
Norfolk and Suffolk NHS FT	344	309
	344	309
Restricted :	£'000	£'000
Captain Sir Tom	46	66
The Lanes	6	-
	52	66

7 Summary and Structure of Funds - 2023-24

Material Funds

Unrestricted Funds

Norfolk and Suffolk NHS FT - Unrestricted Funds:		Balance 1 April 2023	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2024
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
The Late J O Lyas	General Purpose fund designated for the benefit of the Insight Magazine	76	-	(2)	-	-	75
Foxhall House LSU	General Purpose fund designated for the benefit of service users at the LSU (Low Secure Unit)	1	-	-	-	-	1
Wedgwood Patients	General purpose fund designated for Wedgwood patients	27	108	(125)	-	-	10
Central Cluster Older	General purpose fund designated for older people and dementia	22	1	(9)	-	-	14
Chatterton House	General Purpose fund designated for Chatterton House	48	-	-	-	-	48
Gt Yarmouth	General Purpose fund designated for Great Yarmouth Services	7	-	(1)	-	-	6
Trust Wide	General purpose fund designated for Trust Wide services	11	63	(6)	-	-	68
West Norfolk	General purpose fund designated for services in West Norfolk	5	-	-	-	-	5
Suffolk East General Mental Health	General purpose fund designated for the benefit of service users in the Suffolk East Location	50	4	(10)	-	-	44
Young Carers	General Purpose fund designated to benefit Young Carers in the community	5	11	(6)	-	-	10
Others (18 funds)		57	12	(5)	-	-	64
Total		309	199	(164)	-	-	344

7 Summary and Structure of Funds (continued) – 2023-24

Material Funds

Restricted Funds

Norfolk and Suffolk NHS FT - Restricted Funds:		Balance 1 April 2023	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2024
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
Captain Sir Tom	Fund designated to benefit NHS staff, volunteers and service users	66	-	(20)	-	-	46
The Lanes	Fund designated to benefit the Dialectical Behaviour Therapy programme	-	6	-	-	-	6
Total		66	6	(20)	-	-	52

7 Summary and Structure of Funds (continued) – 2022-23

Material Funds

Unrestricted Funds

Norfolk and Suffolk NHS FT - Unrestricted Funds:		Balance 1 April 2022	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2023
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
The Late J O Lyas	General Purpose fund designated for the benefit of the Insight Magazine	80	-	(4)	-	-	76
Foxhall House LSU	General Purpose fund designated for the benefit of service users at the LSU (Low Secure Unit)	1	-	-	-	-	1
Wedgwood Patients	General purpose fund designated for Wedgwood patients	1	28	(2)	-	-	27
Central Cluster Older	General purpose fund designated for older people and dementia	25	4	(7)	-	-	22
Chatterton House	General Purpose fund designated for Chatterton House	48	-	-	-	-	48
Gt Yarmouth	General Purpose fund designated for Great Yarmouth Services	7	-	-	-	-	7
Trust Wide	General purpose fund designated for Trust Wide services	12	2	(3)	-	-	11
West Norfolk	General purpose fund designated for services in West Norfolk	5	-	-	-	-	5
Suffolk East General Mental Health	General purpose fund designated for the benefit of service users in the Suffolk East Location	63	-	(13)	-	-	50
Young Carers	General Purpose fund designated to benefit Young Carers in the community	5	-	-	-	-	5
Others (18 funds)		62	5	(10)	-	-	57
Total		309	39	(39)	-	-	309

7 Summary and Structure of Funds (continued) – 2022-23

Material Funds

Restricted

Norfolk and Suffolk NHS FT - Restricted Funds:		Balance 1 April 2022	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2023
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
Captain Sir Tom	Fund designated to benefit NHS staff, volunteers and service users	82	-	(16)	-	-	66
The Lanes	Fund designated to benefit the Dialectical Behaviour Therapy programme	-	-	-	-	-	-
Total		82	-	(16)	-	-	66

Summary

	Total 31 March 2024 £'000	Total 31 March 2023 £'000
Endowment funds	-	-
Restricted Funds	52	66
Unrestricted Funds	344	309
Total Funds	396	375

Funds have arisen from a variety of sources principally legacies and donations

8 Analysis of Net Assets between funds

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 31 March 2024	Total 31 March 2023
	£'000	£'000	£'000	£'000	£'000
Current assets -					
Cash at bank and in hand	344	52	-	396	375
	344	52	-	396	375

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 31 March 2023	Total 31 March 2022
	£'000	£'000	£'000	£'000	£'000
Current assets -					
Cash at bank and in hand	309	66	-	375	391
	309	66	-	375	391

Analysis of Cash and cash equivalents

	Total 31 March 2024	Total 31 March 2023
	£'000	£'000
Cash in hand	396	375
Total cash and cash equivalents	396	375

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

9 Net cash flow from operating activities

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

	Current Year £'000	Prior Year £'000
Net (expenditure) / income for the reporting period (as per the statement of financial activities)	21	(16)
Adjustments for:		
Decrease in debtors	-	-
(Decrease) in creditors	-	-
Net cash (used in) / from operating activities	21	(16)

10 Prior year comparative statement of financial activities

					2022/23
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	Notes	£'000	£'000	£'000	£'000
Income from					
Donations and legacies	2	39	-	-	39
Total income		39	-	-	39
Expenditure on					
Charitable Activities	3	(39)	(16)	-	(55)
Total expenditure		(39)	(16)	-	(55)
Net (expenditure) / income		-	(16)	-	(16)
Transfer of funds		-	-	-	-
Net movement in funds		-	(16)	-	(16)
Fund balances brought forward at 1 April 2022		309	82	-	391
Fund balances carried forward at 31 March 2023		309	66	-	375

Patient Advice and Liaison Service (PALS)

NSFT PALS provides confidential advice, information and support, helping you to answer any questions you have about our services or about any health matters.



If you would like this leaflet in large print, audio, Braille, alternative format or a

different language, please contact PALS and we will do our best to help.

Email: PALS@nsft.nhs.uk

or call PALS Freephone 0800 279 7257

**Trust
Headquarters:**
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DH

 01603 421421

 nsft.nhs.uk 

@NSFTtweets 

NSFTTrust

Norfolk and Suffolk NHS Foundation Trust values and celebrates the diversity of all the communities we serve. We are fully committed to ensuring that all people have equality of opportunity to access our service, irrespective of their age, gender, ethnicity, race, disability, religion or belief, sexual orientation, marital or civil partnership or social and economic status.

Accounts

Charitable fund and other related charities

Annual report and accounts

1st April 2022 to 31st March 2023

Corporate Trustee:
Norfolk and Suffolk NHS Foundation Trust
Registered address:
Hellesdon Hospital
Drayton High Road
Norwich
NR6 5BE

Registered Charity Number: 1103563

Created by the governing document, the Trust Deed, dated 1 April 2004

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Corporate Trustee and Advisers

Corporate Trustee

Norfolk and Suffolk NHS Foundation Trust is the sole Corporate Trustee, with members of the Trust's Board acting as ex-officio trustees of the Charitable Funds.

The Board of Directors of Norfolk and Suffolk NHS Foundation Trust who served during the financial year were as follows:

Chair

Zoe Billingham

Non-Executive Directors

Tim Newcomb
Pip Coker
Ken Applegate
Adrian Matthews
Katy Steward (to 30.09.22)
Patricia Fuller
Lindsey Hoy
Dr Roger Hall (from 05.12.22)
Sally Hardy (from 09.01.23)

Executive Directors

Stuart Richardson – Chief Executive
Cath Byford – Deputy Chief Executive and Chief People Officer (from 09.05.22)
Daryl Chapman Chief Finance Officer (to 03.01.23)
Jason Hollidge – Chief Finance Officer (from 03.01.23)
Diane Hull – Chief Nurse (to 31.07.23)
Amy Eagle – Interim Chief Operating Officer (to 11.05.22)
Tumi Banda – Interim Chief Nursing Officer (from 10.07.23)
Kathryn Ellis – Chief Strategy, Improvement and Partnership Officer
Thandie Matambanadzo – Chief Operating Officer (from 11.05.22)
Daniel Dalton – Chief Medical Officer (to 31.07.22)
Alex Lewis – Chief Medical Officer (from 01.08.22)

The Corporate Trustee has delegated, within written terms of reference, day to day management of the funds to the Charitable Funds Committee. The Committee is now incorporated into the Trust's Finance, Business and Investment Committee.

The Committee operates with the following membership:

Membership

- **A Non-executive Director will chair the Committee.**

The membership of the Committee shall be:

- Non-executive Director (Chair)
- The Chief Finance Officer (or delegated nominee)
- Company Secretary

All committee members may delegate a suitable representative.

- **Nominated Representatives:**
Norfolk and Suffolk NHS Foundation Trust
 - Adrian Matthews
 - Daryl Chapman – Chief Finance Officer (to 03.01.23)
 - Jason Hollidge – Chief Finance Officer (from 03.01.23)
 - Jean Clark - Company Secretary
- No business shall be transacted at a meeting of the Charitable Funds Committee unless at least three representatives are present.

Charitable Funds Committee attendance 2022/23

	19 July 2022	16 November 2022
Adrian Matthews	✓	✓
Non-executive Director		
Daryl Chapman	✓	✓
Chief Finance Officer		
Jean Clark	✓	✓
Company Secretary		

Registered Address

The Registered Office of the Charitable Fund is:

Norfolk and Suffolk NHS Foundation Trust
Hellesdon Hospital
Drayton High Road
Norwich
NR6 5BE

Telephone: 01603 421120

Principal Professional Advisers

Bankers:

Barclays Bank plc
P.O. Box 885
Mortlock House
Histon
Cambridge
CB24 9DE

Independent Examiner:

Helen Rumsey
Ensors Accountants LLP
Connexions
159 Princes Street
Ipswich
Suffolk
IP1 1QJ

Report of the Corporate Trustee

The Corporate Trustee submits its Annual Report on the affairs of the Charity, together with the financial statements and independent examiner's report for the year ended 31 March 2023. The financial statements have been prepared in accordance with the accounting policies set out on pages 16-17, and comply with the Charitable Fund's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Charitable Objectives

The Charity is an NHS umbrella charity registered with the Charity Commissioners for England and Wales. The objectives of the umbrella charity are for the Trustee to apply the income, and at their discretion, so far as may be permissible, the capital for any charitable purpose or purposes relating to the services provided by:

- Norfolk and Suffolk NHS Foundation Trust

The funds are used to meet the objectives of the original donations or bequests, so far as is reasonably practicable. Where there are no specific objectives, the funds are used by the Charity for such purposes relating to services provided by them under the National Health Service Act 1977. The Charity meets the legal requirement of applying the funds for public benefit by ensuring that they are spent on the Trust's service users and the staff who care for them.

Specific Restrictions

The funds are managed in accordance with the conditions set out in the Trustee Investments Act 1961 and the governing document.

All the Charity's funds are regarded as designated funds for general purposes to particular NHS organisations or locations and are accounted for in accordance with the latest Guidance for NHS Charities from the Charity Commission. Twenty-eight funds are accounted for as unrestricted funds where the donor has made known their non-binding wishes to a particular area. The Trustee has adopted a policy of designating funds within the unrestricted funds in order to respect the wishes of our generous donors wherever possible.

Two funds are accounted for as restricted funds.

Structure, Governance and Management

The Charitable Funds Committee is a formal non-executive committee of the Trust's Board of Directors and has no executive powers, other than those specifically delegated to it in its Terms of Reference.

The Charitable Funds Committee, a committee of the Corporate Trustee, met twice during the year and makes recommendations to the Corporate Trustee on:

- Fund governance
- Investment policies
- Fundraising
- Expenditure policies and procedures, and
- Reporting arrangements

Designated Directors and Managers manage the funds within the umbrella Charity on behalf of the Corporate Trustee.

The funds are overseen by fund holders who can make recommendations on how to spend the money within their area. These recommendations are generally accepted, provided they meet a charitable principle and also correspond to the criteria of the purpose of the fund.

The accounting records and day to day administration of the funds are dealt with by the Assistant Financial Accountant, Endeavour House, Russell Road, Ipswich IP1 2BX.

The registered office of the Charitable Fund is:
Norfolk and Suffolk NHS Foundation Trust,
Hellesdon Hospital,
Drayton High Road,
Norwich
NR6 5BE.

Future Plans

The trustee does not expect any significant changes in the objectives of the Charity in the forthcoming year and will continue to receive and expend funds for the benefit of the Trust and its service users, and to support staff and service development where other sources are unavailable.

Principal Activities

Activities and achievements for public benefit

During the year the funds continued to support a wide range of charitable and health related activities benefiting both service users and staff.

In doing so the Trustees have had regard to the Charity Commission's guidance on public benefit and in general they are used to purchase additional equipment and services that the NHS is unable to provide from other sources.

There are three principal areas of activity within the Charity:

- **Contributions to the NHS** – where funds are received and expended for the benefit of the NHS

There were no contributions to the NHS received or expended during 2022/23 (2021/22, Nil).

- **Patients' welfare and amenities** – where funds are received and expended for the benefit of service users.

Total expenditure for the year under this activity was £39,400 (2021/22, £50,100) of which the main expenditure is summarised below:

Expenditure included £11,900 from the Captain Sir Tom fund which was received and used for enhancing the well-being of service users impacted by COVID-19. Included in this were various garden projects which benefited from new fencing, plants and garden works totalling £4,600 as well as a mix of sensory/ therapeutic items. The Sensory Room within Lark Ward was completed with a contribution from the Captain Sir Tom fund of £6,900.

Additional funding for the Sensory Room at Lark Ward of £10,500 came from the Suffolk East General Mental Health fund.

The Family Psychiatry fund used £1,500 to purchase copies of 'The Happiness Trapp' for the benefit of service users.

A total of £4,800 was spent by the Central Cluster Old People's Legacy fund for numerous activities and equipment including outings, takeaways and afternoon tea, music equipment and kitchen/ gardening items.

The therapeutic garden at the Wedgwood Unit utilised £1,300 of the donations received specifically for this purpose, for designs and technical drawings.

Another £8,100 was spent on Christmas presents and festivities for the service users on the wards.

The remaining expenditure was given for smaller requests for the benefit of service users to enhance their experience

- **Staff welfare and amenities** – where funds are received and expended for the benefit of staff

Expenditure for the year under this activity amounted to £15,400 (2021/22, £24,400) of which the main expenditure is summarised below:

Expenditure included £4,100 received and used from the Captain Sir Tom fund for enhancing the well-being of NHS Staff and volunteers impacted by COVID-19. This funding provided a secure bike shed for staff at the Woodlands.

Black History Month celebrations totalling £4,700 were funded by the Trust Staff General fund. This was an opportunity for staff and service users to reflect and celebrate the events of the year.

Other expenditure included £1,500 for staff training in Interpersonal Therapy for Adolescents. This is aimed at the CFYP under 18's Wellbeing service and will benefit the young people who use this service.

A further £3,900 funded specialist support for the Communications team in co-production of literature and communications which ensured accessibility of such to the widest groups of people.

The remaining expenditure was given for smaller requests for the benefit of staff to enhance their experience.

Grant Making Policy

The Charity awards grants on an informal basis and in accordance with the objectives of the individual funds. The needs of the relevant hospital departments are considered, and grants are awarded in the circumstances where the NHS would not normally provide the equipment or service, and where there is a benefit to service users in the provision of the equipment or service. A Charitable Fund request form is completed in the first instance and is considered on its own merits with regard to service user needs and provision of sufficient public benefit. Fund holders are entrusted with making decisions on grant making and will decide the appropriateness of each application. The Charitable Funds Committee monitors income and grant making during the financial year.

Fund holders are able to authorise grants up to £1,000. Approval from Service Directors is required for requests between £1,000 and £5,000. The Chief Finance Officer is required to approve requests between £5,000 and £25,000. Applications between £25,000 and £100,000 need to be approved by the Charitable Funds Committee with anything over £100,000 requiring Board approval.

The Charity also occasionally accepts grants from other charities for the benefit of service users and transmits the donation on their behalf ensuring that the request of the donor is honoured. No donations of this type were received in the year. (2021/22, Nil).

Financial Review

As shown in the following Statement of Financial Activities, the total value of funds held by the Charity decreased from £391,000 to £375,000. A total of £38,500 was given to the Charity in the form of donations and legacies. This was £13,200 more than last year. The Charity has not made any further investments in 2022/23 due to the lack of return and the need for

available cash to discharge grants.

Expenditure has reduced by £19,700 to £54,800. The independent examination fee for the year was £2,190.

The Charity encourages fund-raising by volunteers but does not depend on donations in kind to achieve its objectives.

The impact of the COVID-19 pandemic and the restrictions in place during 21/22 finally began to disappear throughout the Trust during 22/23 although events held were still minimal. Donations from the public via the online community have continued to decrease but we have been very grateful to have received over £1,600 in this way during 22/23 (2021/22, £3,000).

The majority of the donations in 22/23 have been received for the benefit of the Wedgwood Therapeutic Garden with a total of £21,600 received. The garden once complete will help service user recovery by the practical, social and therapeutic elements of gardening, with the opportunity of building confidence and skills to keep people out of hospital.

The Trust is confident that there will be no further material financial impact on its activities as we enter a new financial year.

Reserves Policy

The Charity has been mindful of the need to reduce the level of reserves held and the Trustees will continue to review the balances held in the designated funds and encourage an appropriate level of expenditure. There are no target reserves as it is not the policy of the charitable fund to hold reserves. The fund holders are encouraged to spend monies on good causes rather than allowing funds to accumulate. The Charitable Funds Committee monitor any requests over £25,000 thereby anticipating the need to withdraw any investments that may be needed to fund approved grants.

Risk Management

Major risks to which the Charity is exposed have been identified and procedures have been put in place to mitigate those risks. All funds are checked and an assessment is undertaken before a payment is made to ensure that there is money available to meet expenditure. Procedures are in place to safeguard the receipting of donations and the banking of cash and cheques. The Charitable Funds Committee monitors income and expenditure during the financial year. The Trustees have taken a cautious approach to investment by ensuring that assets are invested in low-risk ethical funds

and kept as cash holdings. Cash holdings that are set aside for day-to-day transactions are kept to a minimum.

Investment Policy

It is the policy of the Charity to ensure:

- Effective and secure investment of charitable monies
- Maximisation of investment income, and
- Maintenance of appropriate working cash balances for day-to-day transactions

No investments were held within this current year due to poor interest return.

Going concern

The charity has no current liabilities and there are sufficient cash reserves. As a result, the trustees are confident that the charity is still considered to be a going concern.

In addition, the NHS Foundation Trust's accounts for the 22/23 financial year have been prepared on a going concern basis; the independent auditor's report has concluded that this is appropriate.

Statement of Trustee responsibilities in respect of the Trustee Annual Report and the financial statements

Under charity law, the Trustees are responsible for preparing the Trustee Annual Report and the financial statements for each financial year, which show a true and fair view of the state of affairs of the Charity and its incoming resources and application of resources for that year.

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

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements
- State whether the financial statements comply with the Trust deed and rules, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue its activities

The Trustees are required to act in accordance with the Trust deed and the rules of the Charity, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the Charity at that time, and to enable the Trustees to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011,

those statements of accounts comply with the requirements of regulations under that provision. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Charity and to prevent and detect fraud and other irregularities.

Thank You

On behalf of the staff and service users who have benefited from the donations and legacies given, the Corporate Trustee would like to thank all service users, relatives, staff, and the general public for their generosity.

Further information:

If you require further information about the work and operation of the Fund, please contact the Chief Finance Officer, Norfolk and Suffolk NHS Foundation Trust, Hellesdon Hospital, Drayton High Road, Norwich, Norfolk NR6 5BE.

By order of the Trustee

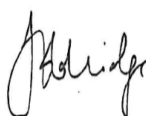
Signed:



Zoe Billingham

Chair

Date: 23rd November 2023



Jason Hollidge

Chief Finance Officer and Trustee

Date: 23rd November 2023

Independent examiner's report to the trustee of Norfolk and Suffolk NHS Foundation Trust Charitable Fund and Other Related Charities

I report to the trustee on my examination of the accounts of the Norfolk and Suffolk NHS Foundation Trust Charitable Fund and Other Related Charities (the Charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustee of the Charity 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 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

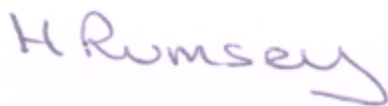
Independent examiner's statement

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

- 1) accounting records were not kept in respect of the 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.

Signed:



Mrs H Rumsey FCA
Ensors Accountants LLP
Connexions
159 Princes Street
Ipswich
IP1 1QJ

Date: 28th November 2023

Annual accounts

for the year ended 31 March 2023

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Statement of Financial Activities

for the year ended 31 March 2023

		2022/23			2021/22
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	Notes	£'000	£'000	£'000	£'000
Income from					
Donations and legacies	2	39	-	-	39
Total income		39	-	-	39
Expenditure on					
Charitable Activities	3	(39)	(16)	-	(55)
Total expenditure		(39)	(16)	-	(55)
Net (expenditure) / income		-	(16)	-	(16)
Transfer of funds		-	-	-	-
Net movement in funds		-	(16)	-	(16)
Fund balances brought forward at 1 April 2022		309	82	-	391
Fund balances carried forward at 31 March 2023		309	66	-	375

All income and expenditure is derived from continuing activities.

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

The notes on pages 16 to 25 form part of these accounts.

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Balance sheet

as at 31 March 2023

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total 31-Mar-23	Total 31-Mar-22
	Notes	£'000	£'000	£'000	£'000	£'000
Current Assets						
Cash at bank and in hand		309	66	-	375	391
Current Assets		309	66	-	375	391
Total Assets		309	66	-	375	391
Liabilities						
Current Liabilities		-	-	-	-	-
Total Assets Less Current Liabilities		309	66	-	375	391
Funds of the Charity						
Unrestricted/Restricted: Income Funds	7	309	66	-	375	391
Total Funds		309	66	-	375	391

The notes on pages 16 to 25 form part of these accounts.

These financial statements were approved by the Corporate Trustee and signed on its behalf by



Jason Hollidge

Chief Finance Officer and Trustee

Date: 23rd November 2023

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Statement of cash flows

for the year ended 31 March 2023

	Note	Total	Total
		31-Mar	31-Mar
		2023	2022
		£'000	£'000
Cash Flows from operating activities:			
Net cash from activities	9	(16)	(49)
Cash flows from investing activities:			
Proceeds from sale of investments		-	-
Net cash provided by investing activities		-	-
Cash in change and cash equivalents in the reporting period			
Cash and cash equivalents at the beginning of the reporting period	8	391	440
Change in cash and cash equivalents in the reporting period		(16)	(49)
Cash and cash equivalents at the end of the reporting period	8	375	391

Notes forming part of the financial statements

1 Accounting Policies

1.1 Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the accruals concept and have been prepared under the historical cost convention.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest thousand £.

The financial statements have been prepared in accordance with the Charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019).

The financial statements are prepared on a going concern basis and the principal accounting policies have been applied consistently throughout the year. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

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

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations, but which has since been withdrawn.

1.2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources.

The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

1.3 Financial Instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction

is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.4 Fund Accounting

The Charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds are provided to the Charity for particular purposes, and it is the policy of the Board of Trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

2 Income

2.1 Income is generated from voluntary donations, legacies, fundraising events and interest on cash at bank. The charity does not undertake charitable trading.

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 - control over the right or other access to the economic benefit has passed to the charity
- ii) Probable - where it is more likely than not that the economic benefits associated with the transaction or gift will flow to the charity
- iii) Measurement - the monetary value or amount of the income can be measured reliably and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably

b) Legacies

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

This will be once confirmation has been received from the representatives of the estate that probate has been granted, the executors have established that 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 of the conditions for income recognition are met.

c) Investment income

The Trust implements a charitable funds investment policy to ensure:

- i) Effective and secure investment of charitable monies
- ii) Maximisation of investment income
- iii) Maintenance of appropriate cash balances for day-to-day transactions

There was no investment income received during this current year.

3 Expenditure

The corporate trustee recognises liabilities in the accounts once they have incurred either a legal or constructive obligation to expend funds.

Expenditure for patient welfare, staff welfare and other contributions to the NHS are included in Charitable Activities. Expenditure is incurred directly by the charity in support of the NHS and is allocated to the appropriate fund.

Expenditure was incurred as follows:

	Total	Total
	31 March	31 March
	2023	2022
Unrestricted	£'000	£'000
Other patients' welfare and amenities	28	19
Other staff welfare and amenities	11	1
	39	20
Restricted	£'000	£'000
Other patients' welfare and amenities	12	31
Other staff welfare and amenities	4	23
	16	54

The 30 funds held by the Charity fall under the management of Norfolk and Suffolk NHS Foundation Trust. Charges for the annual Independent Examination and administration fees are therefore met by Norfolk and Suffolk NHS Foundation Trust. The independent examination fee for the year was £2,190 (2021-22, £1,995).

4 Related party transactions

During the year none of the members of the key management staff or parties related to them have undertaken any material transactions or received any remuneration or expenses from the charitable fund (2021-22, Nil).

The charitable trust has made no revenue or capital payments to Norfolk and Suffolk NHS Foundation Trust. There were no outstanding balances at year end.

At any one-time Norfolk and Suffolk NHS Foundation Trust holds balances for debtors and creditors relating to the transactions it processes on behalf of the Charity, which are normally settled within the following month.

5 Grants made to institutions

Grants are made in furtherance of the charitable objectives of the fund in accordance with the governing document which established the charity for purposes relating to the NHS.

During the year no grants were paid (2021-22, Nil).

6 Grants paid to individuals

During the year the charity made no small grants relating to patients' welfare (2021-22, Nil).

7 Summary and structure of funds

The report of the corporate trustee describes the structure of the funds. A summary of the funds as at 31 March 2023 is given below. The charity adheres to a policy that no transfers are made between funds unless in exceptional circumstances, for example where a fund is being wound up and the remaining balance is transferred to a comparable fund.

If no restriction is conveyed by the donor, funds are placed in the designated area that the donation is gifted.

No endowment funds were held during the current year.

	Total	Total
	31 March	31 March
	2023	2022
Unrestricted :	£'000	£'000
Norfolk and Suffolk NHS FT	309	309
	309	309
Restricted :	£'000	£'000
Captain Sir Tom	66	82
The Lanes	-	-
	66	82

7 Summary and Structure of Funds - 2022-23

Material Funds

Unrestricted Funds

Norfolk and Suffolk NHS FT - Unrestricted Funds:		Balance 1 April 2022	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2023
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
The Late J O Lyas	General Purpose fund designated for the benefit of the Insight Magazine	80	-	(4)	-	-	76
Foxhall House LSU	General Purpose fund designated for the benefit of service users at the LSU (Low Secure Unit)	1	-	-	-	-	1
Wedgwood Patients	General purpose fund designated for Wedgwood patients	1	28	(2)	-	-	27
Central Cluster Older	General purpose fund designated for older people and dementia	25	4	(7)	-	-	22
Chatterton House	General Purpose fund designated for Chatterton House	48	-	-	-	-	48
Gt Yarmouth	General Purpose fund designated for Great Yarmouth Services	7	-	-	-	-	7
Trust Wide	General purpose fund designated for Trust Wide services	12	2	(3)	-	-	11
West Norfolk	General purpose fund designated for services in West Norfolk	5	-	-	-	-	5
Suffolk East General Mental Health	General purpose fund designated for the benefit of service users in the Suffolk East Location	63	-	(13)	-	-	50
Young Carers	General Purpose fund designated to benefit Young Carers in the community	5	-	-	-	-	5
Others (18 funds)		62	5	(10)	-	-	57
Total		309	39	(39)	-	-	309

7 Summary and Structure of Funds (continued) – 2022-23

Material Funds

Restricted Funds

Norfolk and Suffolk NHS FT - Restricted Funds:		Balance 1 April 2022	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2023
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
Captain Sir Tom	Fund designated to benefit NHS staff, volunteers and service users	82	-	(16)	-	-	66
The Lanes	Fund designated to benefit the Dialectical Behaviour Therapy programme	-	-	-	-	-	-
Total		82	-	(16)	-	-	66

7 Summary and Structure of Funds (continued) – 2021-22

Material Funds

Unrestricted Funds

Norfolk and Suffolk NHS FT - Unrestricted Funds:		Balance 1 April 2021	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2022
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
The Late J O Lyas	General Purpose fund designated for the benefit of the Insight Magazine	80	-	-	-	-	80
Foxhall House LSU	General Purpose fund designated for the benefit of service users at the LSU (Low Secure Unit)	1	-	-	-	-	1
Wedgwood Patients	General purpose fund designated for Wedgwood patients	1	1	(1)	-	-	1
Central Cluster Older	General purpose fund designated for older people and dementia	30	1	(6)	-	-	25
Chatterton House	General Purpose fund designated for Chatterton House	48	-	-	-	-	48
Gt Yarmouth	General Purpose fund designated for Great Yarmouth Services	8	-	(1)	-	-	7
Trust Wide	General purpose fund designated for Trust Wide services	15	1	(4)	-	-	12
West Norfolk	General purpose fund designated for services in West Norfolk	6	-	(1)	-	-	5
Suffolk East General Mental Health	General purpose fund designated for the benefit of service users in the Suffolk East Location	66	2	(5)	-	-	63
Young Carers	General Purpose fund designated to benefit Young Carers in the community	7	-	(2)	-	-	5
Others (16 funds)		57	5		-	-	62
Total		319	10	(20)	-	-	309

7 Summary and Structure of Funds (continued)

Material Funds

Restricted

Norfolk and Suffolk NHS FT - Restricted Funds:		Balance 1 April 2021	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2022
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
Captain Sir Tom	Fund designated to benefit NHS staff, volunteers and service users	121	-	(39)	-	-	82
The Lanes	Fund designated to benefit the Dialectical Behaviour Therapy programme	-	15	(15)	-	-	-
Total		121	15	(54)	-	-	82

Summary

	Total 31 March 2023 £'000	Total 31 March 2022 £'000
Endowment funds	-	-
Restricted Funds	66	82
Unrestricted Funds	309	309
Total Funds	375	391

Funds have arisen from a variety of sources principally legacies and donations

8 Analysis of Net Assets between funds

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 31 March 2023	Total 31 March 2022
	£'000	£'000	£'000	£'000	£'000
Current assets -					
Cash at bank and in hand	309	66	-	375	391
	309	66	-	375	391

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 31 March 2022	Total 31 March 2021
	£'000	£'000	£'000	£'000	£'000
Current assets -					
Cash at bank and in hand	309	82	-	391	440
	309	82	-	391	440

Analysis of Cash and cash equivalents

	Total 31 March 2023	Total 31 March 2022
	£'000	£'000
Cash in hand	375	391
Total cash and cash equivalents	375	391

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

9 Net cash flow from operating activities

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

	Current Year	Prior Year
	£'000	£'000
Net (expenditure) / income for the reporting period (as per the statement of financial activities)	(16)	(49)
Adjustments for:		
Decrease in debtors	-	-
(Decrease) in creditors	-	-
Net cash (used in) / from operating activities	(16)	(49)

10 Prior year comparative statement of financial activities

					2021/22
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	Notes	£'000	£'000	£'000	£'000
Income from					
Donations and legacies	2	10	15	-	25
Total income		10	15	-	25
Expenditure on					
Charitable Activities	3	(20)	(54)	-	(74)
Total expenditure		(20)	(54)	-	(74)
Net (expenditure) / income		(10)	(39)	-	(49)
Transfer of funds		-	-	-	-
Net movement in funds		(10)	(39)	-	(49)
Fund balances brought forward at 1 April 2021		319	121	-	440
Fund balances carried forward at 31 March 2022		309	82	-	391

Patient Advice and Liaison Service (PALS)

NSFT PALS provides confidential advice, information and support, helping you to answer any questions you have about our services or about any health matters.



If you would like this leaflet in large print, audio, Braille, alternative format or a

different language, please contact PALS and we will do our best to help.

Email: PALS@nsft.nhs.uk

or call PALS Freephone 0800 279 7257

Trust Headquarters:

Hellesdon
Hospital Drayton
High Road
Norwich
NR6 5BE

 01603 421421

 nsft.nhs.uk 

@NSFTtweets 

NSFTTrust

Norfolk and Suffolk NHS Foundation Trust values and celebrates the diversity of all the communities we serve. We are fully committed to ensuring that all people have equality of opportunity to access our service, irrespective of their age, gender, ethnicity, race, disability, religion or belief, sexual orientation, marital or civil partnership or social and economic status.

Accounts

Charitable fund and other related charities

Annual report and accounts

April 2021 to March 2022

Corporate Trustee:
Norfolk and Suffolk NHS Foundation Trust
Registered address:
Hellesdon Hospital
Drayton High Road
Norwich
NR6 5BE

Registered Charity Number: 1103563

Created by the governing document, the Trust Deed, dated 1 April 2004

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Corporate Trustee and Advisers

Corporate Trustee

Norfolk and Suffolk NHS Foundation Trust is the sole Corporate Trustee, with members of the Trust's Board acting as ex-officio trustees of the Charitable Funds.

The Board of Directors of Norfolk and Suffolk NHS Foundation Trust who served during the financial year were as follows:

Chair

Marie Gabriel (from 01.04.21 to 31.12.21)
Zoe Billingham (from 01.01.22)

Non-Executive Directors

Tim Newcomb
Pip Coker
Ken Applegate
Adrian Matthews
Katy Steward (to 30.09.22)
Patricia Fuller
Lindsey Hoy

Executive Directors

Adam Morris – Interim Chief Executive (from 01.05.21 to 31.08.21)
Stuart Richardson – Chief Operating Officer, Deputy Chief Executive (from 01.04.21 to 31.08.21) and Chief Executive (from 01.09.21)
Cath Byford – Deputy Chief Executive and Chief People Officer (from 09.05.22)
Daryl Chapman – Chief Finance Officer
Diane Hull - Chief Nurse
Kathryn Ellis – Director of Strategy and Partnerships (from 01.02.22)
Thandie Matambanadzo – Chief Operating Officer (from 11.05.22)
Daniel Dalton – Chief Medical Officer (to 31.07.22)
Alex Lewis – Chief Medical Officer (from 01.08.22)

The Corporate Trustee has delegated, within written terms of reference, day to day management of the funds to the Charitable Funds Committee. The Committee is now incorporated into the Trust's Finance, Business and Investment Committee.

The Committee operates with the following membership:

Membership

- **A Non-executive Director will chair the Committee.**

The membership of the Committee shall be:

- Non-executive Director (Chair)
- The Chief Finance Officer (or delegated nominee)
- Company Secretary

All committee members may delegate a suitable representative.

- **Nominated Representatives:
Norfolk and Suffolk NHS Foundation Trust**
 - Adrian Matthews
 - Daryl Chapman – Chief Finance Officer
 - Jean Clark - Company Secretary
- No business shall be transacted at a meeting of the Charitable Funds Committee unless at least three representatives are present.

Charitable Funds Committee attendance 2021/22

	20 May 2021	16 March 2022
Adrian Matthews	✓	✓
Non-executive Director		
Daryl Chapman	✓	✓
Chief Finance Officer		
Jean Clark	✓	✓
Company Secretary		

Registered Address

The Registered Office of the Charitable Fund is:

Norfolk and Suffolk NHS Foundation Trust
Hellesdon Hospital
Drayton High Road
Norwich
NR6 5BE

Telephone: 01603 421120

Principal Professional Advisers

Bankers:

Barclays Bank plc
P.O. Box 885
Mortlock House
Histon
Cambridge
CB24 9DE

Independent Examiner:

Helen Rumsey
Ensors Accountants LLP
Connexions
159 Princes Street
Ipswich
Suffolk
IP1 1QJ

Report of the Corporate Trustee

The Corporate Trustee submits its Annual Report on the affairs of the Charity, together with the financial statements and independent examiner's report for the year ended 31 March 2022. The financial statements have been prepared in accordance with the accounting policies set out on pages 16-17, and comply with the Charitable Fund's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Charitable Objectives

The Charity is an NHS umbrella charity registered with the Charity Commissioners for England and Wales. The objectives of the umbrella charity are for the Trustee to apply the income, and at their discretion, so far as may be permissible, the capital for any charitable purpose or purposes relating to the services provided by:

- Norfolk and Suffolk NHS Foundation Trust

The funds are used to meet the objectives of the original donations or bequests, so far as is reasonably practicable. Where there are no specific objectives, the funds are used by the Charity for such purposes relating to services provided by them under the National Health Service Act 1977. The Charity meets the legal requirement of applying the funds for public benefit by ensuring that they are spent on the Trust's service users and the staff who care for them.

Specific Restrictions

The funds are managed in accordance with the conditions set out in the Trustee Investments Act 1961 and the governing document.

All the Charity's funds are regarded as designated funds for general purposes to particular NHS organisations or locations and are accounted for in accordance with the latest Guidance for NHS Charities from the Charity Commission. Twenty-six funds are accounted for as unrestricted funds where the donor has made known their non-binding wishes to a particular area. The Trustee has adopted a policy of designating funds within the unrestricted funds in order to respect the wishes of our generous donors wherever possible.

During the year a restricted fund was created to receive the donations from the Lanes family in relation to the provision of Dialectical Behaviour Therapy for people with personality disorder. Two funds are now accounted for as restricted funds.

Structure, Governance and Management

The Charitable Funds Committee is a formal non-executive committee of the Trust's Board of Directors and has no executive powers, other than those specifically delegated to it in its Terms of Reference.

The Charitable Funds Committee, a committee of the Corporate Trustee, met two times during the year and makes recommendations to the Corporate Trustee on:

- Fund governance
- Investment policies
- Fundraising
- Expenditure policies and procedures, and
- Reporting arrangements

Designated Directors and Managers manage the funds within the umbrella Charity on behalf of the Corporate Trustee.

The funds are overseen by fund holders who can make recommendations on how to spend the money within their area. These recommendations are generally accepted, provided they meet a charitable principle and also correspond to the criteria of the purpose of the fund.

The accounting records and day to day administration of the funds are dealt with by the Assistant Financial Accountant, Endeavour House, Russell Road, Ipswich IP1 2BX.

The registered office of the Charitable Fund is:
Norfolk and Suffolk NHS Foundation Trust,
Hellesdon Hospital,
Drayton High Road,
Norwich
NR6 5BE.

Future Plans

The trustee does not expect any significant changes in the objectives of the Charity in the forthcoming year and will continue to receive and expend funds for the benefit of the Trust and its service users, and to support staff and service development where other sources are unavailable.

Principal Activities

Activities and achievements for public benefit

During the year the funds continued to support a wide range of charitable and health related activities benefiting both service users and staff.

In doing so the Trustees have had regard to the Charity Commission's guidance on public benefit and in general they are used to purchase additional equipment and services that the NHS is unable to provide from other sources.

There are three principal areas of activity within the Charity:

- **Contributions to the NHS** – where funds are received and expended for the benefit of the NHS

There were no contributions to the NHS received or expended during 2021/22 (2020/21, Nil).

- **Patients' welfare and amenities** – where funds are received and expended for the benefit of service users

Total expenditure for the year under this activity was £50,100 (2020/21, £47,000) of which the main expenditure is summarised below:

Expenditure included £30,800 from the Captain Sir Tom fund which was received and used for enhancing the

well-being of service users impacted by COVID-19. Included in this were various garden projects which benefited from new patios and grass areas, fencing and a mix of garden and indoor furniture as well as therapeutic/sensory and pamper items. A further £4,800 was spent on the preparation of a Sensory Room on the Woodlands site.

The Young Carers Fund saw £1,800 used for a Pleasurewood Hills outing which provided relief for the young carers aged 13- 16 years old from their caring roles.

A garden patio totalling £2,600 was installed at Walker Close enhancing the environment for service users. This was funded by the Suffolk East General Mental Health fund.

A total of £4,000 was spent by the Central Cluster Old People's Legacy fund for numerous activities and equipment including takeaways and afternoon tea, music equipment and kitchen /gardening items.

Another £6,100 was spent on Christmas presents and festivities for the service users on the wards.

The remaining expenditure was given for smaller requests for the benefit of service users to enhance their experience

- **Staff welfare and amenities** – where funds are received and expended for the benefit of staff

Expenditure for the year under this activity amounted to £24,400 (2020/21, £16,000) of which the main expenditure is summarised below:

Expenditure included £7,700 received and used from the Captain Sir Tom fund for enhancing the well-being of NHS Staff and volunteers impacted by COVID-19. Items purchased included a selection of garden furniture and water features, kitchen equipment including coffee machines and a cycle security shed.

Black History Month celebrations totalling £1,700 were funded by the Trust Staff General fund. This was an opportunity for staff and service users to reflect and celebrate the events of the year.

Other expenditure included £15,000 for provision of Dialectical Behaviour Therapy (DBT) based on specifically agreed training of Suffolk CFYP clinicians in how to deliver the DBT programme to 18-25 year-olds.

Grant Making Policy

The Charity awards grants on an informal basis and in accordance with the objectives of the individual funds. The needs of the relevant hospital departments are considered, and grants are awarded in the circumstances where the NHS would not normally provide the equipment or service, and where there is a benefit to service users in the provision of the equipment or service. A Charitable Fund request form is completed in the first instance and is considered on its own merits with regard to service user needs and provision of sufficient public benefit. Fund holders are entrusted with making decisions on grant making and will decide the appropriateness of each application. The Charitable Funds Committee monitors income and grant making twice a year.

Fund holders are able to authorise grants up to £1,000. Approval from Service Directors is required for requests between £1,000 and £5,000. The Chief Finance Officer is required to approve requests between £5,000 and £25,000. Applications between £25,000 and £100,000 need to be approved by the Charitable Funds Committee with anything over £100,000 requiring Board approval.

The Charity also occasionally accepts grants from other charities for the benefit of service users and transmits the donation on their behalf ensuring that the request of the donor is honoured. No donations of this type were received in the year. (2020/21, Nil).

Financial Review

As shown in the following Statement of Financial Activities, the total value of funds held by the Charity decreased from £440,000 to £391,000. A total of £25,300 was given to the Charity in the form of donations and legacies. This was £169,200 less than last year. The Charity has not made any further investments in 2021/22 due to the lack of return and the need for available cash to discharge grants.

Expenditure has increased by £11,500 to £74,500. The independent examination fee for the year was £1,995.

The Charity encourages fund-raising by volunteers but does not depend on donations in kind to achieve its objectives.

The impact of the COVID-19 pandemic and the restrictions in place during 20/21 continued to be felt throughout the Trust during 21/22. We were unable to hold any events that would generate income and therefore boost our funds. The Captain Sir Tom fund continued to benefit and enhance NHS Staff, volunteers and service users alike. With restrictions now being lifted it is hoped various fund raising events will take place in the forthcoming year. Donations from the public via the online community have decreased but we have been very grateful to have received over £3,000 in this way during 21/22 (2020/21, £20,000).

The Trust is confident that there will be no further material financial impact on its activities as we enter a new financial year.

Reserves Policy

The Charity has been mindful of the need to reduce the level of reserves held and the Trustees will continue to review the balances held in the designated funds and encourage an appropriate level of expenditure. There are no target reserves as it is not the policy of the charitable fund to hold reserves. The fund holders are encouraged to spend monies on good causes rather than allowing funds to accumulate. The Charitable Funds Committee monitor any requests over £10,000 thereby anticipating the need to withdraw any investments that may be needed to fund approved grants.

Risk Management

Major risks to which the Charity is exposed have been identified and procedures have been put in place to mitigate those risks. All funds are checked and an assessment is undertaken before a payment is made to ensure that there is money available to meet expenditure. Procedures are in place to safeguard the receipting of donations and the banking of cash and cheques. The Charitable Funds Committee monitors income and expenditure twice during the financial year. The Trustees have taken a cautious approach to investment by ensuring that assets are invested in low risk ethical funds and kept as cash holdings. Cash holdings that are set aside for day to day transactions are kept to a minimum.

Investment Policy

It is the policy of the Charity to ensure:

- Effective and secure investment of charitable monies
- Maximisation of investment income, and
- Maintenance of appropriate working cash balances for day-to-day transactions

No investments were held within this current year due to poor interest return.

Statement of Trustee responsibilities in respect of the Trustee Annual Report and the financial statements

Under charity law, the Trustees are responsible for preparing the Trustee Annual Report and the financial statements for each financial year, which show a true and fair view of the state of affairs of the Charity and its incoming resources and application of resources for that year.

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

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements
- State whether the financial statements comply with the Trust deed and rules, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue its activities

The Trustees are required to act in accordance with the Trust deed and the rules of the Charity, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the Charity at that time, and to enable the Trustees to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011,

those statements of accounts comply with the requirements of regulations under that provision. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Charity and to prevent and detect fraud and other irregularities.

Thank You

On behalf of the staff and service users who have benefited from the donations and legacies given, the Corporate Trustee would like to thank all service users, relatives, staff, and the general public for their generosity.

Further information:

If you require further information about the work and operation of the Fund, please contact the Chief Finance Officer, Norfolk and Suffolk NHS Foundation Trust, Hellesdon Hospital, Drayton High Road, Norwich, Norfolk NR6 5BE.

By order of the Trustee

Signed:



Zoe Billingham

Chair

Date: 24th November 2022



Daryl Chapman

Chief Finance Officer and Trustee

Date: 24th November 2022

Independent examiner's report to the trustee of Norfolk and Suffolk NHS Foundation Trust Charitable Fund and Other Related Charities

I report to the trustee on my examination of the accounts of the Norfolk and Suffolk NHS Foundation Trust Charitable Fund and Other Related Charities (the Charity) for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustee of the Charity 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 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

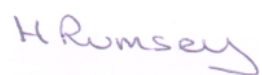
Independent examiner's statement

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

- 1) accounting records were not kept in respect of the 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.

Signed:



Mrs H Rumsey FCA
Ensors Accountants LLP
Connexions
159 Princes Street
Ipswich
IP1 1QJ

Date: 29 November 2022

Annual accounts

for the year ended 31 March 2022

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Statement of Financial Activities

for the year ended 31 March 2022

		2021/22			2020/21
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	Notes	£'000	£'000	£'000	£'000
Income from					
Donations and legacies	2	10	15	-	25
Total income		10	15	-	25
Expenditure on					
Charitable Activities	3	(20)	(54)	-	(74)
Total expenditure		(20)	(54)	-	(74)
Net (expenditure) / income		(10)	(39)	-	(49)
Transfer of funds		-	-	-	-
Net movement in funds		(10)	(39)	-	(49)
Fund balances brought forward at 1 April 2021		319	121	-	440
Fund balances carried forward at 31 March 2022		309	82	-	391

All income and expenditure is derived from continuing activities.

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

The notes on pages 16 to 25 form part of these accounts.

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Balance sheet

as at 31 March 2022

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total 31-Mar-22	Total 31-Mar-21
	Notes	£'000	£'000	£'000	£'000	£'000
Current Assets						
Cash at bank and in hand		309	82	-	391	440
Current Assets		309	82	-	391	440
Total Assets		309	82	-	391	440
Liabilities						
Current Liabilities		-	-	-	-	-
Total Assets Less Current Liabilities		309	82	-	391	440
Funds of the Charity						
Unrestricted/Restricted: Income Funds	7	309	82	-	391	440
Total Funds		309	82	-	391	440

The notes on pages 16 to 25 form part of these accounts.

These financial statements were approved by the Corporate Trustee and signed on its behalf by



Daryl Chapman

Chief Finance Officer and Trustee

Date: 24th November 2022

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Statement of cash flows

for the year ended 31 March 2022

	Note	Total	Total
		31-Mar	31-Mar
		2022	2021
		£'000	£'000
Cash Flows from operating activities:			
Net cash from activities	9	(49)	132
Cash flows from investing activities:			
Proceeds from sale of investments		-	-
Net cash provided by investing activities		-	-
Cash in change and cash equivalents in the reporting period			
Cash and cash equivalents at the beginning of the reporting period	8	440	308
Change in cash and cash equivalents in the reporting period		(49)	132
Cash and cash equivalents at the end of the reporting period	8	391	440

Notes forming part of the financial statements

1 Accounting Policies

1.1 Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the accruals concept and have been prepared under the historical cost convention.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest thousand £.

The financial statements have been prepared in accordance with the Charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019).

The financial statements are prepared on a going concern basis and the principal accounting policies have been applied consistently throughout the year. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

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

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations, but which has since been withdrawn.

1.2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources.

The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

1.3 Financial Instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction

is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.4 Fund Accounting

The Charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds are provided to the Charity for particular purposes, and it is the policy of the Board of Trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

2 Income

2.1 Income is generated from voluntary donations, legacies, fundraising events and interest on cash at bank. The charity does not undertake charitable trading.

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 - control over the right or other access to the economic benefit has passed to the charity
- ii) Probable - where it is more likely than not that the economic benefits associated with the transaction or gift will flow to the charity
- iii) Measurement - the monetary value or amount of the income can be measured reliably and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably

b) Legacies

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

This will be once confirmation has been received from the representatives of the estate that probate has been granted, the executors have established that 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 of the conditions for income recognition are met.

c) Investment income

The Trust implements a charitable funds investment policy to ensure:

- i) Effective and secure investment of charitable monies
- ii) Maximisation of investment income
- iii) Maintenance of appropriate cash balances for day to day transactions

There was no investment income received during this current year.

3 Expenditure

The corporate trustee recognises liabilities in the accounts once they have incurred either a legal or constructive obligation to expend funds.

Expenditure for patient welfare, staff welfare and other contributions to the NHS are included in Charitable Activities. Expenditure is incurred directly by the charity in support of the NHS and is allocated to the appropriate fund.

Expenditure was incurred as follows:

	Total 31 March 2022 £'000	Total 31 March 2021 £'000
Unrestricted		
Other patients' welfare and amenities	19	13
Other staff welfare and amenities	1	7
	20	20
Restricted	£'000	£'000
Other patients' welfare and amenities	31	34
Other staff welfare and amenities	23	9
	54	43

The 28 funds held by the Charity fall under the management of Norfolk and Suffolk NHS Foundation Trust. Charges for the annual Independent Examination and administration fees are therefore met by Norfolk and Suffolk NHS Foundation Trust. The independent examination fee for the year was £1,995 (2020-21, £1,885).

4 Related party transactions

During the year none of the members of the key management staff or parties related to them have undertaken any material transactions or received any remuneration or expenses from the charitable fund (2020-21, Nil).

The charitable trust has made no revenue or capital payments to Norfolk and Suffolk NHS Foundation Trust. There were no outstanding balances at year end.

At any one-time Norfolk and Suffolk NHS Foundation Trust holds balances for debtors and creditors relating to the transactions it processes on behalf of the Charity, which are normally settled within the following month.

5 Grants made to institutions

Grants are made in furtherance of the charitable objectives of the fund in accordance with the governing document which established the charity for purposes relating to the NHS.

During the year no grants were paid (2020-21, Nil).

6 Grants paid to individuals

During the year the charity made no small grants relating to patients' welfare (2020-21, Nil).

7 Summary and structure of funds

The report of the corporate trustee describes the structure of the funds. A summary of the funds as at 31 March 2022 is given below. The charity adheres to a policy that no transfers are made between funds unless in exceptional circumstances, for example where a fund is being wound up and the remaining balance is transferred to a comparable fund.

If no restriction is conveyed by the donor, funds are placed in the designated area that the donation is gifted.

No endowment funds were held during the current year.

	Total 31 March 2022 £'000	Total 31 March 2021 £'000
Unrestricted :		
Norfolk and Suffolk NHS FT	309	319
	309	319
Restricted :	£'000	£'000
Captain Sir Tom	82	121
The Lanes	-	-
	82	121

7 Summary and Structure of Funds - 2021-22

Material Funds

Unrestricted Funds

Norfolk and Suffolk NHS FT - Unrestricted Funds:		Balance 1 April 2021	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2022
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
The Late J O Lyas	General Purpose fund designated for the benefit of the Insight Magazine	80	-	-	-	-	80
Foxhall House LSU	General Purpose fund designated for the benefit of service users at the LSU (Low Secure Unit)	1	-	-	-	-	1
Wedgwood Patients	General purpose fund designated for Wedgwood patients	1	1	(1)	-	-	1
Central Cluster Older	General purpose fund designated for older people and dementia	30	1	(6)	-	-	25
Chatterton House	General Purpose fund designated for Chatterton House	48	-	-	-	-	48
Gt Yarmouth	General Purpose fund designated for Great Yarmouth Services	8	-	(1)	-	-	7
Trust Wide	General purpose fund designated for Trust Wide services	15	1	(4)		-	12
West Norfolk	General purpose fund designated for services in West Norfolk	6	-	(1)	-	-	5
Suffolk East General Mental Health	General purpose fund designated for the benefit of service users in the Suffolk East Location	66	2	(5)	-	-	63
Young Carers	General Purpose fund designated to benefit Young Carers in the community	7	-	(2)	-	-	5
Others (16 funds)		57	5		-	-	62
Total		319	10	(20)	-	-	309

7 Summary and Structure of Funds (continued) – 2021-22

Material Funds

Restricted Funds

Norfolk and Suffolk NHS FT - Restricted Funds:		Balance 1 April 2021	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2022
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
Captain Sir Tom	Fund designated to benefit NHS staff, volunteers and service users	121	-	(39)	-	-	82
The Lanes	Fund designated to benefit the Dialectical Behaviour Therapy programme	-	15	(15)	-	-	-
Total		121	15	(54)	-	-	82

7 Summary and Structure of Funds (continued) – 2020-21

Material Funds

Unrestricted Funds

Norfolk and Suffolk NHS FT - Unrestricted Funds:		Balance 1 April 2020	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2021
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
The Late J O Lyas	General Purpose fund designated for the benefit of the Insight Magazine	80	-	-	-	-	80
Foxhall House LSU	General Purpose fund designated for the benefit of service users at the LSU (Low Secure Unit)	1	-	-	-	-	1
Wedgwood Patients	General purpose fund designated for Wedgwood patients	3	-	(2)	-	-	1
Central Cluster Older	General purpose fund designated for older people and dementia	33	1	(4)	-	-	30
Chatterton House	General Purpose fund designated for Chatterton House	48	1	(1)	-	-	48
Gt Yarmouth	General Purpose fund designated for Great Yarmouth Services	8	1	(1)	-	-	8
Trust Wide	General purpose fund designated for Trust Wide services	9	15	(2)	(7)	-	15
West Norfolk	General purpose fund designated for services in West Norfolk	6	-	-	-	-	6
Suffolk East General Mental Health	General purpose fund designated for the benefit of service users in the Suffolk East Location	67	-	(1)	-	-	66
Young Carers	General Purpose fund designated to benefit Young Carers in the community	-	-	-	7	-	7
Others (16 funds)		53	11	(9)	2	-	57
Total		308	29	(20)	2	-	319

7 Summary and Structure of Funds (continued)

Material Funds

Restricted

Norfolk and Suffolk NHS FT - Restricted Funds:		Balance 1 April 2020	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2021
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
Captain Sir Tom	Fund designated to benefit NHS staff, volunteers and service users	-	166	(43)	(2)	-	121
Total		-	166	(43)	(2)	-	121

Summary

	Total 31 March 2022 £'000	Total 31 March 2021 £'000
Endowment funds	-	-
Restricted Funds	82	121
Unrestricted Funds	309	319
Total Funds	391	440

Funds have arisen from a variety of sources principally legacies and donations

8 Analysis of Net Assets between funds

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 31 March 2022
	£'000	£'000	£'000	£'000
Current assets -				
Cash at bank and in hand	309	82	-	391
	309	82	-	391

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 31 March 2021
	£'000	£'000	£'000	£'000
Current assets -				
Cash at bank and in hand	319	121	-	440
	319	121	-	440

Analysis of Cash and cash equivalents

	Total 31 March 2022	Total 31 March 2021
	£'000	£'000
Cash in hand	391	440
Total cash and cash equivalents	391	440

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

9 Net cash flow from operating activities

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

	Current Year £'000	Prior Year £'000
Net (expenditure) / income for the reporting period (as per the statement of financial activities)	(49)	132
Adjustments for:		
Decrease in debtors	-	-
(Decrease) in creditors	-	-
Net cash (used in) / from operating activities	(49)	132

10 Prior year comparative statement of financial activities

					2020/21
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	Notes	£'000	£'000	£'000	£'000
Income from					
Donations and legacies	2	29	166	-	195
Total income		29	166	-	195
Expenditure on					
Charitable Activities	3	(20)	(43)	-	(63)
Total expenditure		(20)	(43)	-	(63)
Net (expenditure) / income		9	123	-	132
Transfer of funds		2	(2)	-	-
Net movement in funds		11	121	-	132
Fund balances brought forward at 1 April 2020		308	-	-	308
Fund balances carried forward at 31 March 2021		319	121	-	440

Patient Advice and Liaison Service (PALS)

NSFT PALS provides confidential advice, information and support, helping you to answer any questions you have about our services or about any health matters.



If you would like this leaflet in large print, audio, Braille, alternative format or a

different language, please contact PALS and we will do our best to help.

Email: PALS@nsft.nhs.uk

or call PALS Freephone 0800 279 7257

Trust Headquarters:

Hellesdon
Hospital Drayton
High Road
Norwich
NR6 5BE

 01603 421421

 nsft.nhs.uk 

@NSFTtweets 

NSFTTrust

Norfolk and Suffolk NHS Foundation Trust values and celebrates the diversity of all the communities we serve. We are fully committed to ensuring that all people have equality of opportunity to access our service, irrespective of their age, gender, ethnicity, race, disability, religion or belief, sexual orientation, marital or civil partnership or social and economic status.

Accounts

Charitable fund and other related charities

Annual report and accounts

April 2020 to March 2021

Corporate Trustee:
Norfolk and Suffolk NHS Foundation Trust
Registered address:
Hellesdon Hospital
Drayton High Road
Norwich
NR6 5BE

Registered Charity Number: 1103563

Created by the governing document, the Trust Deed, dated 1 April 2004

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Corporate Trustee and Advisers

Corporate Trustee

Norfolk and Suffolk NHS Foundation Trust is the sole Corporate Trustee, with members of the Trust's Board acting as ex-officio trustees of the Charitable Funds.

The Board of Directors of Norfolk and Suffolk NHS Foundation Trust who served during the financial year were as follows:

Chair

Marie Gabriel

Non-Executive Directors

Tim Newcomb
Pip Coker
Ken Applegate
Adrian Matthews
Katy Steward
Patricia Fuller
Lindsey Hoy

Executive Directors

Jonathan Warren – Chief Executive (to 31.03.21)
Adam Morris – Interim Chief Executive (from 01.05.21 to 31.08.21)
Daniel Dalton – Chief Medical Officer
Daryl Chapman – Chief Finance Officer
Mason Fitzgerald – Deputy CEO and Director of Strategic Partnerships (to 05.03.21)
Diane Hull - Chief Nurse
Stuart Richardson – Chief Operating Officer, Deputy Chief Executive (from 01.04.21 to 31.08.21) and Chief Executive (from 01.09.21)

The Corporate Trustee has delegated, within written terms of reference, day to day management of the funds to the Charitable Funds Committee. The Committee operates with the following membership:

Membership

- **A Non-executive Director will chair the Committee.**

The membership of the Committee shall be:

From 18.02.19

- Non-executive Director (Chair)
- The Chief Finance Officer (or delegated nominee)
- Company Secretary

All committee members may delegate a suitable representative. The Committee is now incorporated into the Trust's Finance, Business and Investment Committee.

- **Nominated Representatives:
Norfolk and Suffolk NHS Foundation Trust**

- Adrian Matthews
- Daryl Chapman – Chief Finance Officer
- Jean Clark - Company Secretary

- No business shall be transacted at a meeting of the Charitable Funds Committee unless at least three representatives are present.

Charitable Funds Committee attendance 2020/21

	18 May 2020	19 Nov 2020
Adrian Matthews	✓	✓
Non-executive Director		
Daryl Chapman	✓	✓
Chief Finance Officer		
Jean Clark	✓	✓
Company Secretary		

Registered Address

The Registered Office of the Charitable Fund is:

Norfolk and Suffolk NHS Foundation Trust
Hellesdon Hospital
Drayton High Road Norwich
NR6 5BE
Telephone: 01603 421120

Principal Professional Advisers

Bankers:

Barclays Bank plc
P.O. Box 885
Mortlock House
Histon
Cambridge
CB24 9DE

Independent Examiner:

Helen Rumsey
Ensors Accountants LLP
Connexions
159 Princes Street
Ipswich
Suffolk
IP1 1QJ

Report of the Corporate Trustee

The Corporate Trustee submits its Annual Report on the affairs of the Charity, together with the financial statements and independent examiner's report for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 15-16, and comply with the Charitable Fund's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Charitable Objectives

The Charity is an NHS umbrella charity registered with the Charity Commissioners for England and Wales. The objectives of the umbrella charity are for the Trustee to apply the income, and at their discretion, so far as may be permissible, the capital for any charitable purpose or purposes relating to the services provided by:

- Norfolk and Suffolk NHS Foundation Trust

The funds are used to meet the objectives of the original donations or bequests, so far as is reasonably practicable. Where there are no specific objectives, the funds are used by the Charity for such purposes relating to services provided by them under the National Health Service Act 1977. The Charity meets the legal requirement of applying the funds for public benefit by ensuring that they are spent on the Trust's service users and the staff who care for them.

Specific Restrictions

The funds are managed in accordance with the conditions set out in the Trustee Investments Act 1961 and the governing document. All the Charity's funds are regarded as designated funds for general purposes to particular NHS organisations or locations and are accounted for in accordance with the latest Guidance for NHS Charities from the Charity Commission. Twenty-six funds are accounted for as unrestricted funds where the donor has made known their non-binding

wishes to a particular area. The Trustee has adopted a policy of designating funds within the unrestricted funds in order to respect the wishes of our generous donors wherever possible.

During the year a restricted fund was created to receive the grants from NHS Charities Together in relation to the monies raised by Captain Sir Tom.

Structure, Governance and Management

The Charitable Funds Committee is a formal non-executive committee of the Trust's Board of Directors and has no executive powers, other than those specifically delegated to it in its Terms of Reference.

The Charitable Funds Committee, a committee of the Corporate Trustee, met two times during the year and makes recommendations to the Corporate Trustee on:

- Fund governance
- Investment policies
- Fundraising
- Expenditure policies and procedures, and
- Reporting arrangements

Designated Directors and Managers manage the funds within the umbrella Charity on behalf of the corporate trustee.

The funds are overseen by fund holders who can make recommendations on how to spend the money within their area. These recommendations are generally accepted, provided they meet a charitable principle and also correspond to the criteria of the purpose of the fund.

The accounting records and day to day administration of the funds are dealt with by the Assistant Financial Accountant, 2nd Floor Purple, Endeavour House, Russell Road, Ipswich IP1 2BX.

The registered office of the Charitable Fund is:
Norfolk and Suffolk NHS Foundation Trust,
Hellesdon Hospital,
Drayton High Road,
Norwich
NR6 5BE.

Future Plans

The trustee does not expect any significant changes in the objectives of the Charity in the forthcoming year and will continue to receive and expend funds for the benefit of the Trust and its service users, and to support staff and service development where other sources are unavailable.

Principal Activities

Activities and achievements for public benefit

During the year the funds continued to support a wide range of charitable and health related activities benefiting both service users and staff. In doing so the Trustees have had regard to the Charity Commission's guidance on public benefit and in general they are used to purchase additional equipment and services that the NHS is unable to provide from other sources.

There are three principal areas of activity within the Charity:

- **Contributions to the NHS** – where funds are received and expended for the benefit of the NHS

There were no Contributions to the NHS received or expended during 2020/21. (2019/20, Nil)

- **Patients' welfare and amenities** – where funds are received and expended for the benefit of service users

Total expenditure for the year under this activity was £47,000 (2019/20, £20,000) of which the main expenditure is summarised below:

Expenditure included £29,000 from the Captain Sir Tom fund which was received and used for enhancing the well-being of service users impacted by COVID-19. This included mobile DJ and gym equipment, indoor and outdoor activity items and various pieces of garden furniture as well as therapeutic/sensory and pamper items. A further £4,600 was spent on the purchase of over 300 distraction/comfort bags which were distributed across all wards within the trust and were for the use of service users who needed to isolate for a period of time in their rooms.

The Wedgwood Patients fund purchased mobility and physio equipment totalling £2,200 which benefited service users on the three wards.

A total of £3,700 was spent by the Central Cluster Old People's Legacy fund for numerous activities and equipment including takeaways and afternoon tea, music equipment and kitchen /gardening items.

Another £5,300 was spent on Christmas presents and festivities for the service users on the wards.

The remaining expenditure was given for smaller requests for the benefit of service users to enhance their experience

- **Staff welfare and amenities** – where funds are received and expended for the benefit of staff

Expenditure for the year under this activity amounted to £16,000 (2019/20, £9,000) of which the main expenditure is summarised below:

Expenditure included £9,200 received and used from the Captain Sir Tom fund for enhancing the well-being of NHS Staff and volunteers impacted by COVID-19. Items purchased included a selection of garden furniture, kitchen equipment including coffee machines and chocolate/fudge treats.

Other expenditure included £6,700 for staff training in Interpersonal Therapy for Adolescents. This was aimed at the CFYP under 18's Wellbeing service and will benefit the young people who use this service. This will also broaden the therapeutic services the Children, Families and Young People service is able to offer.

At year-end the charity was committed to £12,900 of grant payments (2019/20, Nil).

Grant Making Policy

The Charity awards grants on an informal basis and in accordance with the objectives of the individual funds. The needs of the relevant hospital departments are considered, and grants are awarded in the circumstances where the NHS would not normally provide the equipment or service, and where there is a benefit to service users in the provision of the equipment or service. A Charitable Fund request form is completed in the first instance and is considered on its own merits with regard to service user needs and provision of sufficient public benefit. Fund holders are entrusted with making decisions on grant making and will decide the appropriateness of each application. The Charitable Funds Committee monitors income and grant making twice a year.

Fund holders are able to authorise grants up to £1,000. Approval from Service Directors is required for requests between £1,000 and £5,000. The Chief Finance Officer is required to approve requests between £5,000 and £25,000. Applications between £25,000 and £100,000 need to be approved by the Charitable Funds Committee with anything over £100,000 requiring Board approval.

The Charity also occasionally accepts grants from other charities for the benefit of service users and transmits the donation on their behalf ensuring that the request of the donor is honoured. No donations of this type were received in the year. (2019/20, £2,000).

Financial Review

As shown in the following statement of financial activities, the total value of funds held by the Charity increased from £308,000 to £440,000. A total of £194,500 was given to the Charity in the form of donations and legacies. This was £93,500 more than last year. The Charity has not made any further investments in 2020/21 due to the lack of return and the need for available cash to discharge grants.

Expenditure has increased by £34,000 to £63,000. The independent examination fee for the year was £1,885.

The Charity encourages fund-raising by volunteers but does not depend on donations in kind to achieve its objectives.

The continued impact of the COVID-19 pandemic and the restrictions in place during 20/21 have been felt throughout the Trust. We were unable to hold any events that would generate income and therefore boost our funds. We were however able to apply for grants from the Captain Sir Tom fund via NHS Charities Together and to date have received a total of £163,500 for our newly created restricted fund which has benefited and enhanced NHS Staff, volunteers and service users alike. A further £2,100 grant was also received from Starbucks via NHS Charities Together for the same purpose. Donations from the public via the online community have increased and we have been very grateful to have received over £20,000 in this way during 20/21.

The Trust is confident that there will be no further material financial impact on its activities as we enter a new financial year.

Reserves Policy

The Charity has been mindful of the need to reduce the level of reserves held and the Trustees will continue to review the balances held in the designated funds and encourage an appropriate level of expenditure. There are no target reserves as it is not the policy of the charitable fund to hold reserves. The fund holders are encouraged to spend monies on good causes rather than allowing funds to accumulate. The Charitable Funds Committee monitor any requests over £10,000 thereby anticipating the need to withdraw any investments that may be needed to fund approved grants.

Risk Management

Major risks to which the Charity is exposed have been identified and procedures have been put in place to mitigate those risks. All funds are checked and an assessment is undertaken before a payment is made to ensure that there is money available to meet expenditure. Procedures are in place to safeguard the receipting of donations and the banking of cash and cheques. The Charitable Funds Committee monitors income and expenditure twice during the financial year. The Trustees have taken a cautious approach to investment by ensuring that assets are invested in low risk ethical funds and kept as cash holdings. Cash holdings that are set aside for day to day transactions are kept to a minimum.

Investment Policy

It is the policy of the Charity to ensure:

- Effective and secure investment of charitable monies
- Maximisation of investment income, and
- Maintenance of appropriate working cash balances for day-to-day transactions

No investments were held within this current year due to poor interest return.

Statement of Trustee responsibilities in respect of the Trustee Annual Report and the financial statements

Under charity law, the Trustees are responsible for preparing the Trustee Annual Report and the financial statements for each financial year, which show a true and fair view of the state of affairs of the Charity and its incoming resources and application of resources for that year.

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

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements
- State whether the financial statements comply with the Trust deed and rules, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue its activities

The Trustees are required to act in accordance with the Trust deed and the rules of the Charity, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the Charity at that time, and to enable the Trustees to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011,

those statements of accounts comply with the requirements of regulations under that provision. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Charity and to prevent and detect fraud and other irregularities.

Thank You

On behalf of the staff and service users who have benefited from the donations and legacies given, the Corporate Trustee would like to thank all service users, relatives, staff, and the general public for their generosity.

Further information:

If you require further information about the work and operation of the Fund, please contact the Chief Finance Officer, Norfolk and Suffolk NHS Foundation Trust, Hellesdon Hospital, Drayton High Road, Norwich, Norfolk NR6 5BE.

By order of the Trustee

Signed:



Marie Gabriel

Chair

Date: 25th November 2021



Daryl Chapman

Chief Finance Officer and Trustee

Date: 25th November 2021

Independent examiner's report to the trustee of Norfolk and Suffolk NHS Foundation Trust Charitable Fund and Other Related Charities

I report to the trustee on my examination of the accounts of the Norfolk and Suffolk NHS Foundation Trust Charitable Fund and Other Related Charities (the Charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustee of the Charity 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 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1) accounting records were not kept in respect of the 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.

Signed:



Mrs H Rumsey FCA
Ensors Accountants LLP
Connexions
159 Princes Street
Ipswich
IP1 1QJ

Date: 30 November 2021

Annual accounts

for the year ended
31 March 2021

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Statement of Financial Activities

for the year ended 31 March 2021

		2020/21			2019/20
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	Notes	£'000	£'000	£'000	£'000
Income from					
Donations and legacies	2	29	166	-	195
Total income		29	166	-	195
Expenditure on					
Charitable Activities	3	(20)	(43)	-	(63)
Total expenditure		(20)	(43)	-	(63)
Net (expenditure) / income		9	123	-	132
Transfer of funds		2	(2)	-	-
Net movement in funds		11	121	-	132
Fund balances brought forward at 1 April 2020		308	-	-	308
Fund balances carried forward at 31 March 2021		319	121	-	440

All income and expenditure is derived from continuing activities.

All income and expenditure for 2019/20 was unrestricted.

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

The notes on pages 15 to 22 form part of these accounts.

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Balance sheet

as at 31 March 2021

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total 31-Mar-21	Total 31-Mar-20
	Notes	£'000	£'000	£'000	£'000	£'000
Current Assets						
Cash at bank and in hand		319	121	-	440	308
Current Assets		319	121	-	440	308
Total Assets		319	121	-	440	308
Liabilities						
Current Liabilities		-	-	-	-	-
Total Assets Less Current Liabilities		319	121	-	440	308
Funds of the Charity						
Unrestricted/Restricted: Income Funds	7	319	121	-	440	308
Total Funds		319	121	-	440	308

The notes on pages 15 to 22 form part of these accounts.

These financial statements were approved by the Corporate Trustee and signed on its behalf by



Daryl Chapman

Chief Finance Officer and Trustee

Date: 25th November 2021

Norfolk & Suffolk NHS Foundation Trust

Charitable Funds

Statement of cash flows

for the year ended 31 March 2021

	Note	Total	Total
		31-Mar	31-Mar
		2021	2020
		£'000	£'000
Cash Flows from operating activities:			
Net cash from activities	8	132	72
Cash flows from investing activities:			
Proceeds from sale of investments		-	-
Net cash provided by investing activities		-	-
Cash in change and cash equivalents in the reporting period			
Cash and cash equivalents at the beginning of the reporting period	8	308	236
Change in cash and cash equivalents in the reporting period		132	72
Cash and cash equivalents at the end of the reporting period	8	440	308

Notes forming part of the financial statements

1 Accounting Policies

1.1 Basis of preparation and assessment of going concern

The financial statements have been prepared under the historic cost convention.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest thousand £.

The financial statements have been prepared in accordance with the Charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019).

The financial statements are prepared on a going concern basis and the principal accounting policies have been applied consistently throughout the year. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern, as the Trustees are confident that the impact of Covid-19 is minimal to the charity.

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

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations, but which has since been withdrawn.

1.2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

1.3 Financial Instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction

is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.4 Fund Accounting

The Charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds are provided to the Charity for particular purposes, and it is the policy of the Board of Trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

2 Income

2.1 Income is generated from voluntary donations, legacies, fundraising events and interest on cash at bank. The charity does not undertake charitable trading.

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 - control over the right or other access to the economic benefit has passed to the charity
- ii) Probable - where it is more likely than not that the economic benefits associated with the transaction or gift will flow to the charity
- iii) Measurement - the monetary value or amount of the income can be measured reliably and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably

b) Legacies

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

This will be once confirmation has been received from the representatives of the estate that probate has been granted, the executors have established that 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 of the conditions for income recognition are met.

c) Investment income

The Trust implements a charitable funds investment policy to ensure:

- i) Effective and secure investment of charitable monies
- ii) Maximisation of investment income
- iii) Maintenance of appropriate cash balances for day to day transactions

There was no investment income received during this current year.

3 Expenditure

These financial statements have been prepared in accordance with the accruals concept.

The corporate trustee recognises liabilities in the accounts once they have incurred either a legal or constructive obligation to expend funds.

Expenditure for patient welfare, staff welfare and other contributions to the NHS are included in Charitable Activities. Expenditure is incurred directly by the charity in support of the NHS and is allocated to the appropriate fund.

Expenditure was incurred as follows:

	Total 31 March 2021 £'000	Total 31 March 2020 £'000
Unrestricted		
Other patients' welfare and amenities	13	20
Other staff welfare and amenities	7	9
	20	29
Restricted	£'000	£'000
Other patients' welfare and amenities	34	-
Other staff welfare and amenities	9	-
	43	-

No independent examination fee or administration fee was charged in 2020-21 and 2019-20 as the 27 funds held fall under the management of Norfolk and Suffolk NHS Foundation Trust. All charges were therefore met by Norfolk and Suffolk NHS Foundation Trust. The independent examination fee for the year was £1,885 (2019-20, £1,830).

4 Related party transactions

During the year none of the members of the key management staff or parties related to them have undertaken any material transactions or received any remuneration or expenses from the charitable fund (2019-20, Nil).

The charitable trust has made no revenue or capital payments to Norfolk and Suffolk NHS Foundation Trust. There were no outstanding balances at year end.

At any one-time Norfolk and Suffolk NHS Foundation Trust holds balances for debtors and creditors relating to the transactions it processes on behalf of the Charity, which are normally settled within the following month.

5 Grants made to institutions

Grants are made in furtherance of the charitable objectives of the fund in accordance with the governing document which established the charity for purposes relating to the NHS.

During the year no grants were paid (2019-20, Nil).

6 Grants paid to individuals

During the year the charity made no small grants relating to patients' welfare (2019-20, Nil).

7 Summary and structure of funds

The report of the corporate trustee describes the structure of the funds. A summary of the funds as at 31 March 2021 is given below.

The charity adheres to a policy that no transfers are made between funds unless in exceptional circumstances, for example where a fund is being wound up and the remaining balance is transferred to a comparable fund.

If no restriction is conveyed by the donor, funds are placed in the designated area that the donation is gifted.

No endowment funds were held during the current year.

	Total 31 March 2021 £'000	Total 31 March 2020 £'000
Unrestricted :		
Norfolk and Suffolk NHS FT	319	308
	319	308
Restricted :	£'000	£'000
Captain Sir Tom	121	-
	121	-

7 Summary and Structure of Funds - 2020-21

Material Funds

Unrestricted Funds

Norfolk and Suffolk NHS FT - Unrestricted Funds:		Balance 1 April 2020	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2021
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
The Late J O Lyas	General Purpose fund designated for the benefit of the Insight Magazine	80	-	-	-	-	80
Foxhall House LSU	General Purpose fund designated for the benefit of service users at the LSU (Low Secure Unit)	1	-	-	-	-	1
Wedgwood Patients	General purpose fund designated for Wedgwood patients	3	-	(2)	-	-	1
Central Cluster Older	General purpose fund designated for older people and dementia	33	1	(4)	-	-	30
Chatterton House	General Purpose fund designated for Chatterton House	48	1	(1)	-	-	48
Gt Yarmouth	General Purpose fund designated for Great Yarmouth Services	8	1	(1)	-	-	8
Trust Wide	General purpose fund designated for Trust Wide services	9	15	(2)	(7)	-	15
West Norfolk	General purpose fund designated for services in West Norfolk	6	-	-	-	-	6
Suffolk East General Mental Health	General purpose fund designated for the benefit of service users in the Suffolk East Location	67	-	(1)	-	-	66
Young Carers	General Purpose fund designated to benefit Young Carers in the community	-	-	-	7	-	7
Others (16 funds)		53	11	(9)	2	-	57
Total		308	29	(20)	2	-	319

7 Summary and Structure of Funds (continued) – 2020-21

Material Funds

Restricted Funds for the transfers and gains and losses for Captain Sir Tom Fund

Norfolk and Suffolk NHS FT - Restricted Funds:		Balance 1 April 2020	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2021
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
Captain Sir Tom	Fund designated to benefit NHS staff, volunteers and service users	-	166	(43)	(2)	-	121
Total		-	166	(43)	(2)	-	121

7 Summary and Structure of Funds (continued) – 2019-20

Material Funds

Unrestricted Funds

Norfolk and Suffolk NHS FT - Unrestricted Funds:		Balance 1 April 2019	Income	Expenditure	Transfers	Gains and Losses	Balance 31 March 2020
Material Funds	Nature and Purpose of Fund	£'000	£'000	£'000	£'000	£'000	£'000
The Late J O Lyas	General Purpose fund designated for the benefit of the Insight Magazine	-	80	-	-	-	80
Foxhall House LSU	General Purpose fund designated for the benefit of service users at the LSU (Low Secure Unit)	-	1	-	-	-	1
Wedgwood Patients	General purpose fund designated for Wedgwood patients	1	2	-	-	-	3
Central Cluster Older	General purpose fund designated for older people and dementia	37	3	(7)	-	-	33
Chatterton House	General Purpose fund designated for Chatterton House	48	-	-	-	-	48
Gt Yarmouth	General Purpose fund designated for Great Yarmouth Services	6	2	-	-	-	8
Trust Wide	General purpose fund designated for Trust Wide services	10	8	(9)	-	-	9
West Norfolk	General purpose fund designated for services in West Norfolk	6	-	-	-	-	6
Suffolk East General Mental Health	General purpose fund designated for the benefit of service users in the Suffolk East Location	69	-	(2)	-	-	67
Others (16 funds)		59	5	(11)	-	-	53
Total		236	101	(29)	-	-	308

7 Summary and Structure of Funds (continued)

Summary

	Total 31 March 2021 £'000	Total 31 March 2020 £'000
Endowment funds	-	-
Restricted Funds	121	-
Unrestricted Funds	319	308
Total Funds	440	308

Funds have arisen from a variety of sources principally legacies and donations

8 Analysis of Net Assets between funds

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total 31 March 2021 £'000	Total 31 March 2020 £'000
Current assets - Cash at bank and in hand	319	121	-	440	308
	319	121	-	440	308

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total 31 March 2020 £'000	Total 31 March 2019 £'000
Current assets - Cash at bank and in hand	308	-	-	308	236
	308	-	-	308	236

Analysis of Cash and cash equivalents

	Total 31 March 2021 £'000	Total 31 March 2020 £'000
Cash in hand	440	308
Total cash and cash equivalents	440	308

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

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

	Current Year £'000	Prior Year £'000
Net (expenditure) / income for the reporting period (as per the statement of financial activities)	132	72
Adjustments for:		
Decrease in debtors	-	-
(Decrease) in creditors	-	-
Net cash (used in) / from operating activities	132	72

**Trust
Headquarters:**

Hellesdon Hospital
Drayton High Road
Norwich
NR6 5BE

 01603 421421

 nsft.nhs.uk 

@NSFTtweets 

NSFTtrust

Norfolk and Suffolk NHS Foundation Trust values and celebrates the diversity of all the communities we serve. We are fully committed to ensuring that all people have equality of opportunity to access our service, irrespective of their age, gender, ethnicity, race, disability, religion or belief, sexual orientation, marital or civil partnership or social and economic status.