

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

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
<b>Current Assets</b>						
Cash at bank and in hand		309	82	-	391	440
<b>Current Assets</b>		309	82	-	391	440
<b>Total Assets</b>		<b>309</b>	<b>82</b>	<b>-</b>	<b>391</b>	<b>440</b>
<b>Liabilities</b>						
<b>Current Liabilities</b>		-	-	-	-	-
<b>Total Assets Less Current Liabilities</b>		<b>309</b>	<b>82</b>	<b>-</b>	<b>391</b>	<b>440</b>
<b>Funds of the Charity</b>						
Unrestricted/Restricted: Income Funds	7	309	82	-	391	440
<b>Total Funds</b>		<b>309</b>	<b>82</b>	<b>-</b>	<b>391</b>	<b>440</b>

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
<b>Cash Flows from operating activities:</b>			
<b>Net cash from activities</b>	9	(49)	132
<b>Cash flows from investing activities:</b>			
Proceeds from sale of investments		-	-
<b>Net cash provided by investing activities</b>		-	-
<b>Cash in change and cash equivalents in the reporting period</b>			
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:

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

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.

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

## 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
<b>Total Funds</b>	<b>391</b>	<b>440</b>

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
	<b>309</b>	<b>82</b>	<b>-</b>	<b>391</b>

	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
	<b>319</b>	<b>121</b>	<b>-</b>	<b>440</b>

### 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	<b>391</b>	<b>440</b>

### 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
<b>Net (expenditure) / income for the reporting period (as per the statement of financial activities)</b>	<b>(49)</b>	132
<b>Adjustments for:</b>		
Decrease in debtors	-	-
(Decrease) in creditors	-	-
<b>Net cash (used in) / from operating activities</b>	<b>(49)</b>	132



## 10 Prior year comparative statement of financial activities

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

### **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](mailto:PALS@nsft.nhs.uk)

or call PALS Freephone 0800 279 7257

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