



**TOGETHER WE MAKE A  
DIFFERENCE**

Calderdale and Huddersfield  
NHS Charity  
Annual Report and Accounts 2022-23



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## A message from our Chair Helen Hirst



**I am delighted to share our Calderdale and Huddersfield NHS Charity Report for 2022-23.**

**I want to sincerely thank our communities for their remarkable generosity in supporting Calderdale and Huddersfield NHS Charity through donations, support and volunteering.**

As Chair, I am continually in awe of how enthusiastic and motivated our supporters are to help us. No matter the size, every donation is sincerely appreciated.

Thanks to the generosity of our donors and supporters, we have been able to enhance patient care and experience, continue to support our colleagues' wellbeing and fund projects and initiatives.

In this report, you will see some examples of projects and initiatives our charity has funded, including the mobilisation of a dedicated Men's Cancer Support Group, the opening of the Rainbow Community Hub and the installation of a beautiful Tree of Memories at Calderdale Royal Hospital.

The Trust Board heard, at a recent meeting, about the impact the charity has on recently bereaved young people through the donation of memory boxes. There are many many more areas where people are benefitting from your generosity so whatever part you have played in supporting Calderdale and Huddersfield NHS Charity, thank you for helping to make a very big difference.

A handwritten signature in black ink, appearing to read 'Helen Hirst'.

**Helen Hirst, Chair**

## ABOUT US

**Calderdale and Huddersfield NHS Charity is the official charity of Calderdale and Huddersfield NHS Foundation Trust.**



### Our Mission

Our mission is to support and fund initiatives beyond the remit and capacity of the NHS – to enhance care and experience on behalf of our patients and communities we serve.

We want every patient at Calderdale and Huddersfield NHS foundation Trust to have the best experience.

We raise funds to make a real difference to all who use our hospital and community services.

### Our Objectives

Our objectives focus on how we deliver our charity services and operations:

- To improve patient experience
- To provide equipment, services and resources over and above NHS funding
- To support the health and wellbeing of NHS colleagues at CHFT
- To provide the best donor experience we can and engage our communities in achieving our mission

The Calderdale and Huddersfield NHS Charity team is a small, dedicated team with many years of expertise and experience between us.

This report highlights the impact of the charity's work and the difference it has made to our hospitals and community.

We could never have achieved this without the remarkable efforts of fundraisers, donors, supporters, volunteers and dedicated staff.





## Our Team



**Emma Kovalski**  
Charity Manager



**Carol Harrison**  
Charitable Funds Manager



**Emily Overend**  
Communications & Marketing Assistant



**Emma-leigh Quinn**  
Fundraising & Engagement Coordinator

## Our Committee

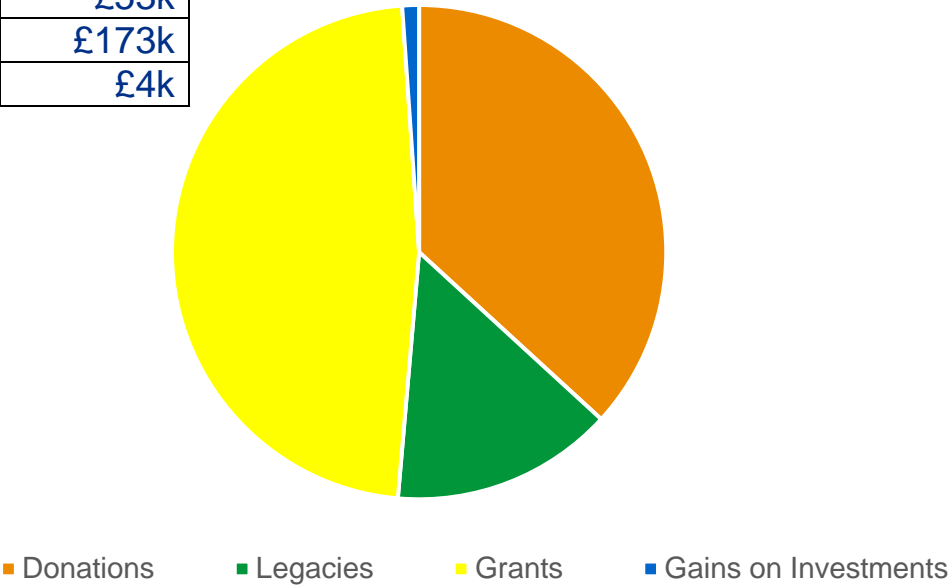
Calderdale and Huddersfield NHS Foundation Trust is the corporate trustee, and its board members have devolved responsibility for the on-going management of the Charity to the Charitable Funds Committee. The Members of the Charitable Funds Committee in the financial year ending 31 March 2022 were as follows:

Name	Role	Date Commenced / left CHFT
David Birkenhead	Executive Medical Director	
Gary Boothby	Executive Director of Finance	
Kirsty Archer	Executive Director of Finance (joint)	1.10.2022 start
Ellen Armistead	Executive Director of Nursing / Deputy Chief Executive	to 30.06.2022 (left)
Lindsay Rudge	Executive Director of Nursing	01.06.2022 start
Philip Lewer	Chair	Left 30.06.22
Helen Hirst		From 01.07.2022
Richard Hopkin	Non-Executive Director	Left 31.08.22
Peter Wilkinson	Non-Executive Director	
Nigel Broadbent	Non-Executive Director	From 01.09.2022
Jo Kitchen	Council of Governors' Representative	
Adele Roach	REN Representative	

# Our Year in numbers

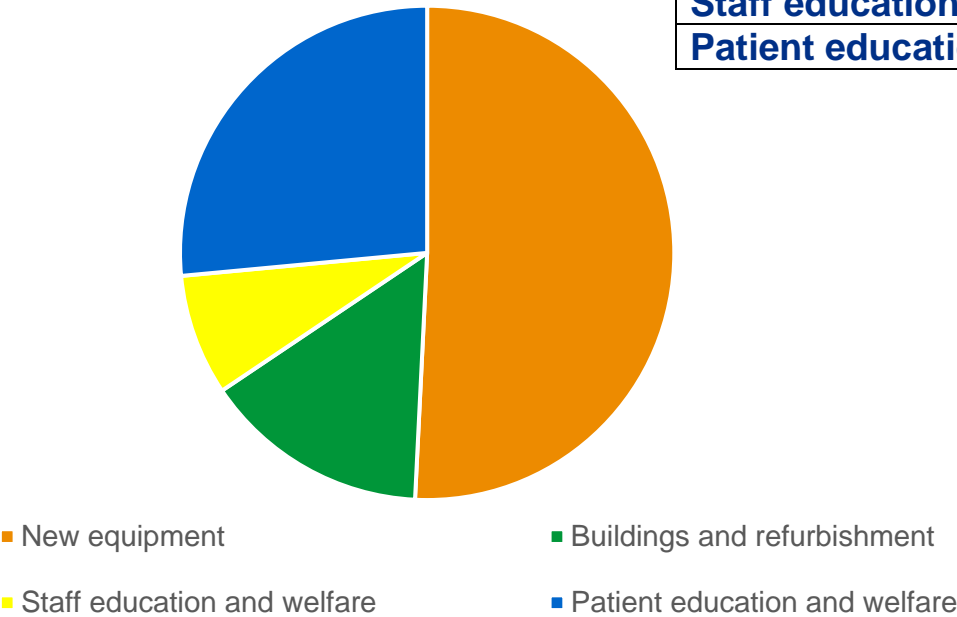
## INCOME

Donations	£134k
Legacies	£53k
Grants	£173k
Investment income	£4k



## EXPENDITURE

New equipment	£487k
Buildings and refurbishment	£142k
Staff education and welfare	£76k
Patient education and welfare	£126k



# Highlights and Achievements

Thanks to the incredible generosity and kindness of our community, we raised more than £364k together this year.

Our supporters and donors are our greatest strength, and we feel so grateful to have had such an amazing amount of support from our communities during the year. Here are some highlights of the year.

## April 2022

In April we were delighted to support the **Calderdale Eye Clinic** to open their new service, a sensory room. This additional space provided a sensory room to support learning disabilities, a comfort room so that the team can listen to and support patients and a CVI room where the team can register sight impaired adults and children.

This room is all about making patient experience better and make them feel comfortable whilst going through what might be a distressing situation.

## May 2022

May saw the installation of our **Tree of Memories** at Calderdale Royal Hospital. Each leaf can be engraved with a name or short personal message in return for a donation. Our Tree of Memories offers a meaningful way for people to remember their loved ones whilst supporting the great care given at CHFT.

A very big thank you to students of **Crossley Heath Grammar School** in Halifax, who were inspired by our Imagination Appeal to enhance the MRI experience at Calderdale Royal Hospital. Students held a non-uniform day and bake sale in support of the Charity.

## June 2022

June was a fun filled month for us, starting off with our first annual **Hospital 10km Walk**.

Colleagues, their families and our supporters, along with some 4-legged furry friends walked from Calderdale Royal Hospital to Huddersfield Royal Infirmary. The team atmosphere and enthusiasm was outstanding.

At the end of the month, the Lindley Community Group invited us to be part of their **Lindley Carnival Weekend**. This was an amazing interactive weekend where we made local connections and heard some wonderful stories from individuals who access the great care offered by CHFT.

## July 2022

July was filled with cake, cups of tea, fundraising games and tea parties. A special thanks to **Spring Cottage Nursery** on our Huddersfield Royal Infirmary site and **Growing Minds Day Nursery** for hosting their own tea parties as a way of say thanks to our amazing local NHS services and colleagues.

**From Intensive Care Unit (ICU) to Coast 2 Coast**, an amazing fundraiser of ours, Robert Freeman challenged himself to walk 192.2 miles over 7 days. This walk is a famous British hike from St Bees to Robin Hood's Bay. Robert completed this challenge in aid of our ICU team as a way of saying thanks for saving his life numerous times.

Our online presence continued to grow and in July, we hit **1,000 followers** on Twitter.



## August 2022

August saw the start of our **Children's Ward One Million Steps Challenge**. This was a fun and exciting challenge in which individuals who signed up had to complete one million steps in three months.

The Charity Team were supported at a local fundraising event, held at Slaithwaite Cricket Club.

The **Cricket Family Fun Day** was mobilised by Tom and Natasha to raise funds for CHFT Charity and 4Louis in memory of their son Freddie, who was born asleep in October 2021.



## September 2022

September was a busy but exciting month for the Charity Team, starting off with a fun filled weekend taking part in the **Yorkshire 3 Peaks** and **Great North Run**.

Lots of work from behind the scenes finally came to light this month where we were able to offer our colleagues free tickets to a football match between **Huddersfield Town and Blackpool**. We were able to bring just over 1,000 colleagues with us to watch the football and accept a donation from the club as a thanks for all the hard work our amazing colleagues do to care for people within our community.

September was known as **Prevention of Delirium** month, this is where we worked with our Enhanced Care Support Team to raise awareness and funds for our patients with delirium. We held numerous events throughout the month, which included a sponsored bike ride, bake sales and hosting a 'dementia bus' for colleagues to understand more about living with dementia..





## October 2022



October saw a spook-tacular announcement of our first ever Virtual Pet Show, **Paws and Pumpkins**, which was a huge success.

October also saw the installation of our **picnic table and two benches** over at our Acre Mills site for our colleagues – this was part of our project that supports staff wellbeing.

We'd like to say a huge thanks to **Spring Grove School** for helping us by supplying knitted blankets, hats and boots for our Neonatal Baby Unit.

## November 2022

November was a brilliant month for us; full of award ceremonies, funding applications and fundraising events. Emily Overend, our Marketing and Communications Assistant became a finalist at our **CHuFT Award** for Rising Apprentice and had the pleasure of attending the award ceremony. The CHFT Charity Team also had the delight of being nominated for best **Marketing Campaign** of the Year at the **Calderdale Community Foundation Awards**.

Colleagues from the **Palliative Care Team** – Anthony Thomas, Adam Norton and Alex Goodwin - took it upon themselves to complete Movember. Their fundraising goal was to raise funds to improve holistic experience for palliative patients. Also, our amazing **Appointment Centre** organised a dress down/wear pink day as part of Breast Cancer Awareness month – these funds went towards enhancing cancer patients' care and experience.

Andrea Marren, Health Care Assistant on Ward 14, came up with the idea of hosting a weekly raffle for patients staying on the ward. The raffle has been a terrific success, helping make a patients stay in hospital a little less stressful



## December 2022



The Festive season was upon us and we couldn't wait to spread the Festive cheer, starting off by decorating the Charity office as a **Festive Pop-Up Shop**. Throughout December, we hosted **Festive Markets** between Huddersfield Royal Infirmary and Calderdale Royal Hospital. This is where we invited local small businesses to sell their products. We also invited **local school choirs** in each hospital to sing some festive songs to our patients.

Our colleagues went **bake sale** crazy in order to raise some vital funds for their area of work. We had a total of five different bake sales happening throughout the month.

We were able to support those who were an inpatient during the festive period, through a range of **donations** into our charity office from local businesses and supporters. A huge thanks to Porky Penguin, Happy Adventures Preschool, Wishing Well Private Day Nursery, ALB Group and many more for their generous donations.

## January 2023

We continued to work closely with the Trust's Enhanced Care Support Team. In January, we were able to support the team by funding **Enhanced Care Resource Bags**. These are distraction bags that are designed to be therapeutically engaging to help with our dementia patients.

**Kirklees College** sports department held a 9-a-side football tournament and bake sale. This was held in memory of a colleague, Sarah, who sadly passed away in November 2022.

We would like to say a special thanks to everyone that took part in raising the amazing amount of £710 in aid of CHFT Charity.



## February 2023

A new year meant exciting meetings with different businesses, community groups and local schools. This included a meeting with **Huddersfield Town FC** to understand how we can continue to work in partnership.

Thanks to recent donations into our Accident and Emergency (A&E) Fund, we were able to fund **A&E Care Bags**. These bags are for children, young people and adults with Learning Disabilities/Autism who find waiting in A&E difficult. The Care Bags can also support the patient whilst going through tests and investigations.



## March 2023

In March, we spent time working alongside our **Children's Ward** to understand how we can continue to support parents of our youngest patients.

From feedback the Children's Ward received, we funded a range of Hygiene Packs. These include shower gel, shampoo, tooth brush, ear plugs, sanitary products and many more items to help make a stay less stressful and support each parent whose child is admitted into hospital.

Throughout March, we held **Spring Markets**, inviting small local businesses into our hospitals to sell their items to our colleagues, patients and visitors.



## The difference you made

Here are some examples of how our supporters have made a huge difference to our patients and colleagues.

### Making a visit to hospital easier for neurodiverse families

In February 2023, thanks to your generous donations, we were able to fund A&E Care Bags. These care bags are for children, young adults and adults with learning disabilities/autism who would find waiting in Accident and Emergency difficult. The Care Bags can also support the patient through tests and investigations whilst in the department.



Items included inside a care bag:

- Ear defenders
- Tactile objects
- Colouring book
- Crayons
- An easy read leaflet about A&E

The picture on the front of the Care Bag was designed by an individual who has a learning disability/autism following a competition with our local self-advocates and Project Search. Roy Hays, expert by experience and Lead the Way Ambassador and a member of our Enhanced Learning Disability Pathway Group, chose the winner.

The Care Bags were launched on Monday 27<sup>th</sup> February 2023 and have proven to be successful. Jack, aged 6, has autism and was one of our first patients to receive a care bag. Jack's mum, Sammy said: ***"Thank you so much for taking the time to complete a positive hospital visit with me and Jack this morning, it was such a great experience for us both. The care bag is fantastic with a lovely selection of sensory supporting toys, this would certainly help make a visit to hospital easier for neurodiverse families."***

### We are over the Rainbow with the new Rainbow Community Hub

The Rainbow Child Development Service at Calderdale and Huddersfield NHS Foundation Trust provides vital support for children and young people aged 0-18 years with complex needs, development delay and disabilities.







When the service had to be relocated to a new centralised location, the Charity brought the new Rainbow Community to life by funding the added extras to make the building extra special, like a sensory room, garden space and new play and distraction equipment.

Thanks to amazing supporters and donors, the Charity was able to contribute over £80,000 to the enhancements within the new premises.

This Hub's Clinical Nurse Manager, Katie Booth, said: "We are very proud of everything this amazing facility has to offer and feedback from our families, who helped to design it with us, has been terrific. A huge thanks to CHFT Charity for all their continued help and support."



**We are a proud member of NHS Charities Together and were delighted to receive £173k in grant funding during 2022/23.**

Stage 3 Long Term Recovery Grant - £143k awarded.

Development Grant - £30k awarded.

Delivery of projects supported by the grants monies received from NHS Charities Together will take place in 2023/24



## Looking Ahead

During the year we have continued to develop and grow as an organisation to support Calderdale and Huddersfield NHS Foundation Trust and our local community for many years to come. We have an exciting future ahead of us, to continue our development and here are some key areas of focus for our Charity:

### **We will develop mutually beneficial partnerships**

We will identify ways in which we can work more closely together with local businesses, community groups, schools and other local charities, developing meaningful and impactful partnerships.

### **We will work in collaboration**

With CHFT colleagues to ensure donations and charitable funds are well spent, meeting the objectives of our charity and making a positive difference to patient experience and colleague wellbeing. We will evaluate impact and outcomes and share learning and insight from the grants we provide.

### **We will refresh and renew our brand**

We will enlist the support of a brand agency to help take the charity brand to the next level.

### **We are sustainable for the future**

We will develop a longer term fundraising plan, to understand the charities potential or growth and future sustainability. Alongside this we will adopt modern database systems to manage all aspects of fundraising and communications.

### **We maximze opportunities to learn**

We will continue to work closely across the NHS Charity sector and play an active part as a member charity of NHS Charities Together.

### **We are efficient and effective**

We will review the charity grant funding operations to maximise opportunities to make an amazing difference.



**NHS**

Calderdale and Huddersfield  
NHS Foundation Trust

# Thank you!

"Your support will  
help us to keep  
improving facilities  
for colleagues and  
patients."

Give back to your local Trust today.  
Donate at [www.chftcharity.co.uk](http://www.chftcharity.co.uk)



Registered with  
**FUNDRAISING  
REGULATOR**

compassionate  
**care**

# Governance

## Role and Responsibilities

The Charity has a Corporate Trustee: Calderdale and Huddersfield NHS Foundation Trust, governed by the law applicable to Trusts, principally the Trustee Act 2000 and the Charities Acts 2011. The NHS Foundation Trust Board devolved responsibility for the on-going management of funds to the Charitable Funds Committee which administers the funds on behalf of the Corporate Trustee. Details of the members of the Charitable Funds Committee during 2022/23 can be found on p4 of this report.

The Executive Directors and Non-Executive Directors of the Trust Board share the responsibility for ensuring that the NHS body fulfils its duties as Corporate Trustee in managing the Charity.

Non-Executive Members of the Trust Board are appointed by the Council of Governors whilst Executive members are subject to recruitment by the NHS Foundation Trust Board. Members are not individual trustees under Charity Law but act as agents on behalf of the Corporate Trustee.

As Trustees, all are required to ensure that:

- the income of the Charity is applied with complete fairness between the persons who are properly qualified to benefit from it,
- they act reasonably and prudently regarding any decisions made in respect of the Charity,
- they exercise the same degree of care in dealing with the administration of the funds as that of a prudent business person would exercise in managing his or her own affairs or those of someone else for whom he or she was responsible,
- they are able to demonstrate that its charitable aims are for the public benefit.

Members of the Board who served during the financial year ending 31 March 2023 were as follows:

Name	Role	Date Commenced / left CHFT
Professor Brendan Brown	Chief Executive	
Rob Aitchison	Deputy Chief Executive	14.11.2022
David Birkenhead	Executive Medical Director	
Gary Boothby	Executive Director of Finance	
Kirsty Archer	Executive Director of Finance (joint)	1.10.2022 start
Ellen Armistead	Executive Director of Nursing / Deputy Chief Executive	to 30.06.2022 (left)
Lindsay Rudge	Executive Director of Nursing	01.06.2022 start
Suzanne Dunkley	Executive Director of Workforce and Organisational Development	
Jo Fawcus	Chief Operating Officer	Left 9.10.2022
Philip Lewer	Chair	Left 30.06.22
Helen Hirst		From 01.07.2022
Karen Heaton	Non-Executive Director	
Richard Hopkin	Non-Executive Director	Left 31.08.22
Andy Nelson	Non-Executive Director	
Denise Sterling	Non-Executive Director	
Peter Wilkinson	Non-Executive Director	
Alastair Graham	Non-Executive Director	Left 31.05.22
Tim Busby	Non-Executive Director	From 01.06.2022
Nigel Broadbent	Non-Executive Director	From 01.09.2022

The Charitable Funds Committee is required to:

- Ensure that Charitable Fund expenditure is approved in line with the Trust's Scheme of Delegation and Standing Financial Instructions,
- Update and maintain Charitable Fund policies and procedures in accordance with Charity Commission guidance,
- Receive and review regular reports on Charitable Fund income and expenditure and on the investment of the Charity's funds,
- Ensure that the Trust's Charitable Funds are established and operated in accordance with relevant law,
- Approve the establishment of new designated funds on behalf of the Corporate Trustee,
- Ensure that audited accounts are completed, submitted to the Charity Commission and made available to the public,
- Ensure that policies and procedures are in place, which are in line with the Trust's Standing Financial Instructions and best practice elsewhere, to manage the investment of the Charity's funds,
- Support the development and growth of the Charity,
- Review and develop the Charitable Funds' Strategy.

## Compliance

Calderdale and Huddersfield NHS Charity complies with the provisions of the Data Protection Act (2018) and the General Data Protection Regulations (2018) in so far as they apply to the operations of the Charity. There is a Privacy Policy in place which is available on the Charity website. During 2022/23 there were no reported breaches. Calderdale and Huddersfield NHS Charity additionally is registered and complies with the Code of Fundraising Practice.

Our **Fundraising Promise** aligns with the Code of Fundraising Practice and the Charity's social purpose to support those that need us, when they need us, and to do so with integrity and pride. A copy can be found on the Charity website.

The Fundraising team provides guidance, information, support and training wherever possible to ensure our fundraisers and volunteers have a rewarding experience and carry out their fundraising activities in a way that is legal, open, honest and respectful.

Supporters fundraising 'in aid of' Calderdale and Huddersfield NHS Charity are encouraged to register with the Fundraising team, where they will be given guidance and asked to sign a Fundraising Agreement, where appropriate. A letter of authority is also issued as required.

By signing up to fundraise in aid of Calderdale and Huddersfield NHS Charity, supporters agree to comply with our policy as well as the Fundraising Regulator's Code of Fundraising Practice. Wherever possible the Charity undertakes monitoring to ensure compliance. This includes regular contact with known supporters and reviewing fundraising materials published citing Calderdale and Huddersfield NHS Charity as the beneficiary of fundraising activities.

Calderdale and Huddersfield NHS Charity is proud to be registered with the Fundraising Regulator and received no complaints through this regulatory body in 2022/23.

## Risk Management

The Corporate Trustee is responsible for:



- Keeping complete and up to date accounting records which disclose with reasonable accuracy at any time the financial position of the funds held on trust, to enable it to ensure that the accounts comply with requirements in the Charities Act 2011,
- Establishing and monitoring a system of internal control,
- Establishing arrangements for the prevention and detection of fraud and corruption.

Internal risks are minimised by the implementation of procedures and systems, which are designed to provide assurance against misstatement or loss and are reviewed periodically. They include:

- Delegation of authority and segregation of duties,
- Authorisation of all transactions and projects,
- Identification and management of risks,
- Regular reports by Audit Yorkshire (which provides an Internal Audit function).

Principal Risks:

- Fall in income from donations,
- Fall in investment market value.

The Charity has a Risk Register which records strategic and operational risks. Every risk is assessed against a matrix which measures likelihood and impact, both before and after mitigations have been applied, and a target risk score. Risks are added as they are identified and archived once they have reached their target score for a given period.

## Complaints

Details about how to contact the Charity to make a complaint, alongside details of the Charity Commission and Fundraising Regulator can be found on the Charity website. During 2022/23 the Charity did not receive any complaints.

## Charity Sector Governance and Partnerships

The Charity is regulated by the Charity Commission and is a member of the Fundraising Regulator, the self-regulatory scheme for fundraising in the UK. By being a member of the Fundraising Regulator the Charity has committed to its principles which are:

- We are committed to high standards
- We are honest and open
- We are clear
- We are respectful
- We are fair and reasonable
- We are accountable

The Charity has also documented a Fundraising Promise which can be found on the Charity website.

In addition, Calderdale and Huddersfield NHS Charity is one of over 240 NHS charities in England and Wales who are eligible to join the NHS Charities Together. As a member charity we have the opportunity to benchmark our fundraising activity with our peers, discuss matters of common concern and exchange information and experiences and to participate in conferences and seminars which offer support and education for our staff and trustees.

# Governance Review

## Our Committees

The Corporate Trustee designated responsibility for the overall strategic and governance of the Charity to the Charitable Funds Committee, The Charitable Funds Committee meets four times a year to ensure the proper management of funds, and these are spent in accordance with the wishes of the donor and the Objects of Calderdale and Huddersfield NHS Charity.

## Public Benefit

The Corporate Trustee has a duty to comply with Section 17 of the Charities Act 2011 which outlines the Charity Commission's general guidance on public benefit. The Trustee confirms that this requirement is strongly embedded within the procedures for approving funding applications and spending plans and that Calderdale and Huddersfield NHS Charity has fulfilled the public benefit requirement.

As part of operational management the Trustee, Charitable Funds Committee, Operations Sub Committee and Charity Management team ensure that all funding applications and spending plans contain identifiable public benefits that are clear and meet the charitable objects of Calderdale and Huddersfield NHS Charity by supporting any NHS charitable purpose relating to Calderdale and Huddersfield NHS Foundation Trust and its patients. Calderdale and Huddersfield NHS Charity's strategic goals and the public benefit requirement are satisfied through funding a range of projects, examples of which can be found listed elsewhere in this Report under each of our priority areas.

## Reserves Policy

The Charity reviewed and agreed a new Reserves Policy in February 2023 which applies to restricted and unrestricted funds. The Reserves Policy will be reviewed annually by the Charitable Funds Committee. Further detail can be found below.

# Financial Review

## Income

In 2022/23 the total incoming resources amounted to £364,000. This is a decrease of £70,000 on the previous year's balance of £434,000; this was due to increases in legacies (£52,000) and charitable activities income (£173,000) which were then offset by a decrease in donations (£295,000).

The total expenditure of the Charity exceeded the income received by £626,000. In addition, there was a negative movement of £63,000 arising from the revaluation of investment assets. As such, there was an overall decrease in the funds of £689,000 to £2,500,000.

## Expenditure

In 2022/23 the Charity spent £831,000 on charitable activities; this includes an allocation of the support costs that the Charity incurred in the administration of the fund of £35,000 comprising costs for Financial Services support, External Audit and other establishment costs which include online giving fees and printing and stationery costs.

The Charity also incurred costs of £136,000 in raising funds and £23,000 in other resources expended.

## Going Concern

The accounts have been prepared on a going concern basis. At the end of the financial year Calderdale and Huddersfield NHS Charity had total net assets of £2.500 million, of which £1.424 million is in unrestricted funds. The Trustees have reviewed its commitment for the next 12 months and are confident that there are sufficient unrestricted free reserves to meet its commitments as they fall due. The Charity maintains an adequate cash position to meet its ongoing expenditure requirements. The Corporate Trustee considers that there are no material uncertainties about the Charity's ability to continue as a going concern.

## Reserves Policy

The Corporate Trustee has a legal duty to apply charitable funds within a reasonable time of their receipt but should also hold some money in reserve. Within our Charity we therefore have three funds which form our reserves – the two General Purpose funds and the General Reserves fund. The balances on these, less any commitments, form the total of the Charity's Reserves.

The Corporate Trustee encourages the use of balances and intends that designated funds are spent within a reasonable period of receipt and therefore expects to only maintain a minimum reserve balance to allow the charity to remain operational and to mitigate unforeseen circumstances.

It is necessary to retain reserves over the longer term to:

- Reduce the impact of risks should the levels of income (including fluctuations in the value of investments) significantly reduce such that the Charity cannot meet its obligations.
- Ensure the Charity can cover its ongoing operational costs – these include governance costs such as salaries and audit fees and also fundraising costs.
- Meet the closure or transfer of the Charity's affairs should the need arise.

The Reserves Policy states *The Corporate Trustee aims to retain, as a minimum, a level of reserves sufficient to provide funding for **three months' operational costs** (including governance and fundraising costs) plus a buffer to allow for fluctuations in investment market values.*

## Investment Policy and Performance

All investments are made in accordance with guidance issued by the Charity Commission; the Charity's investment manager is CCLA Investment Management Ltd.

The Charity seeks to balance ethical and socially responsible investment and risk. As such, the investment managers appointed by the Charity are restricted from investing directly in the processing and/or manufacture of tobacco products, and the portfolio of investment is widely diversified.

The investment objective is to provide a balance between long term capital growth, security, availability and maximisation of annual income.

At 31 March 2023, the market value of investments managed by the Charity's investment manager, CCLA Investment Management Ltd, was £2,378,000 compared to £2,941,000 at 31 March 2022.

During the financial year 2022/23, Calderdale and Huddersfield NHS Foundation Trust Charitable Funds made a £63,000 unrealised loss on investment assets; this is compared to an unrealised gain experienced in 2021/22 of £305,000. The Charity also liquidated £500,000.



## Reference and Administrative Details

Calderdale and Huddersfield NHS Charity	
<b>Registered Charity Number</b>	1103694
<b>Governing Document</b>	The governing document, dated 18 March 2004, is a Trust Deed setting out how the Charity should be operated and incorporates the regulations by which it must abide.
<b>Principal and Registered Office</b>	Calderdale & Huddersfield NHS Foundation Trust Trust Headquarters, Huddersfield Royal Infirmary, Acre Street, Lindley, Huddersfield, HD3 3EA. T: 01484 344 344

## Charitable Objects

The object of the Charity is to apply income received from donations and legacies to any charitable purpose or purposes relating to the NHS to benefit the public served by the Trust. The Corporate Trustee fulfils its legal duty by ensuring that funds are spent in accordance with the objects of each fund and, in designating funds, the Corporate Trustee respects the wishes of donors to benefit patient care and advance the good health and welfare of patients, carers and staff.

The Corporate Trustee confirms that it has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

The longer term aim of the Charity is to continue applying income received from donations and legacies to benefit the public served by the Trust, whilst maintaining minimal levels of reserves.

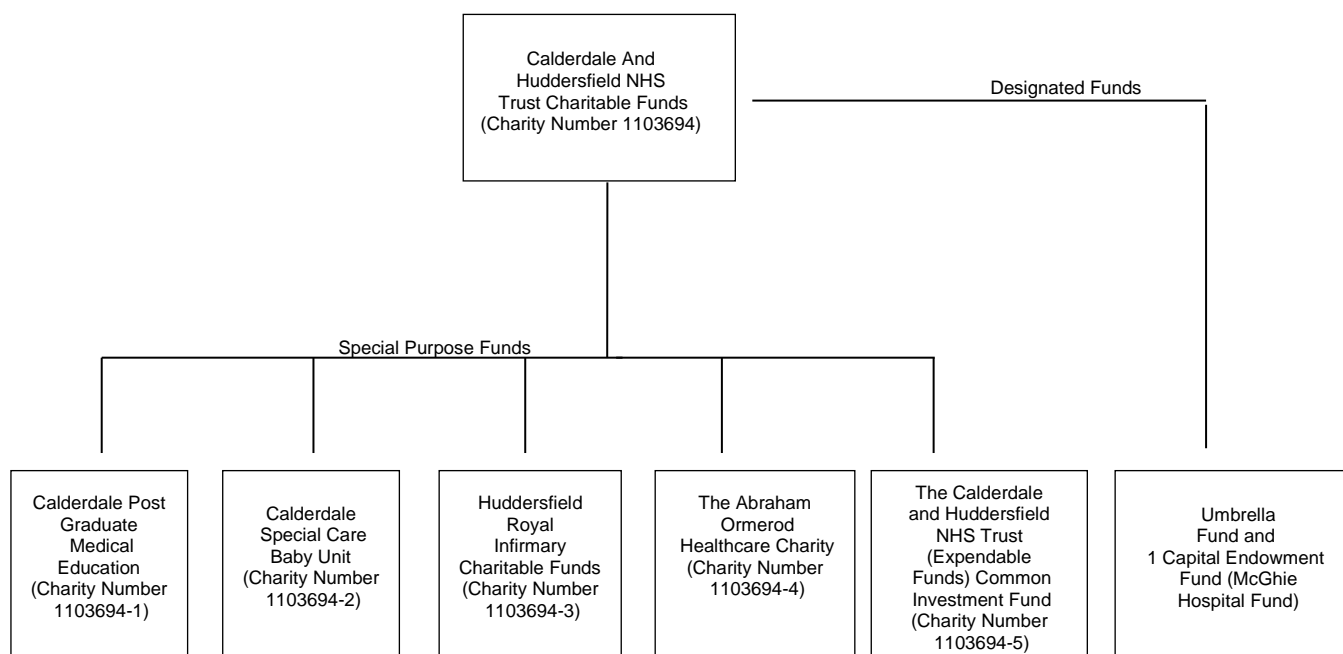
## Impact and meeting the Objects

The Charity closely manages all aspects of charitable fund expenditure, reviewing and evaluating outcome and impact across all levels and purposes of funding.

Through ongoing monitoring and gathering of data related to the expenditure of donations, the Charity can showcase its impact through the form of case studies and outcome reporting, all of which is publicly available.

## Fund Structure and Linked Charities

Calderdale and Huddersfield NHS Charity comprises of the Umbrella Fund and five Special Purpose Funds. Each of the five special purpose funds (linked charities) shares the same charity number as Calderdale and Huddersfield NHS Charity and has the same Trustee.



The designated funds receive income mainly through legacies and donations. On accepting such income no legal obligation is created as to its expenditure but it is the intention of the Corporate Trustee that any income received into Charitable Funds will be spent in line, as far as possible, with the wishes of the donor. It is to this end, therefore, that separate accounts are kept within the Umbrella fund for each of the designated funds.

The only income which the McGhie Hospital fund attracts is dividends on the capital investment. This fund is a permanent endowment; the income from the capital is to be split equally between the general purpose funds for Calderdale and Huddersfield.

Of the 5 special purpose funds registered with the Charity Commission, Calderdale Post Graduate Medical Education (PGME), Calderdale Special Care Baby Unit (SCBU) and Huddersfield Royal Infirmary also receive income from legacies and donations but have restrictions on where the funds can be spent.

The Calderdale and Huddersfield NHS Trust (Expendable Funds) Common Investment fund is a scheme that is registered with the Charity Commission that allows the Charity to combine the investment and money belonging to a number of funds into one pooled fund.

Each fund has at least one fund manager and funds are grouped by division.

The responsibility for approving expenditure of less than £500 from Charitable Funds has been delegated to the fund manager. For amounts that are greater than £500 further additional approval is required depending on the amount and type of expenditure. This could be a General Manager, Assistant Director of Nursing/Finance or higher level.

## Fund Management

Calderdale and Huddersfield NHS Charity makes grants from both its unrestricted and restricted funds. The grants from restricted funds must be used in accordance with the conditions attached to the fund.

Unrestricted fund grants are made from general purpose funds and designated (earmarked) funds.

- **General funds.** These funds are received with no preference expressed by donors. The Charitable Funds Committee invites applications from any member of staff to this fund. Based on their knowledge of the Trust, the Committee agrees funding priorities and scores applications for quality and value for money.

- **Designated funds.** These contain donations where a particular part of the hospital or activity was nominated for support by the donor at the time their donation was made. Whilst their nomination is not binding on the Trustee, the designated funds reflect these nominations. The designated funds are overseen by fund managers who can make recommendations on how to spend the money within their designated area.

## Professional Advisors

### Principal Professional Advisors

<b>Bankers</b>	National Westminster Bank plc 8 Market Place Huddersfield HD1 2AL
<b>Investment Managers</b>	CCLA Investment Management Ltd One Angel Lane London EC4V 4ET
<b>Auditors</b>	KPMG LLP 1 St Peter's Square Manchester M2 3AE
<b>Legal Advisors</b>	Hempsons Solicitors The Exchange Station Parade Harrogate HG1 1TS

## Statement of trustees' responsibilities in respect of the trustees' annual report and the financial statements

Under charity law, the trustees are responsible for preparing a Trustees' Annual Report and the financial statements in accordance with applicable law and regulations. The trustees are required to prepare the financial statements in accordance with UK Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for that period.

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 applicable UK Accounting Standards and the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed (and rules), subject to any material departures disclosed and explained in the financial statements,
- assess the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and
- use the going concern basis of accounting unless they either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

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 accounting records which are sufficient to show and explain the charity's transactions and 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 are responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and 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.

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

### **By Order of the Corporate Trustee**



Signed Mrs Helen Hirst, Chair



Signed Mr Gary Boothby, Director of Finance .....Dated 14<sup>th</sup> November 2023

# Independent auditor's report to the trustees of Calderdale and Huddersfield NHS Foundation Trust Charitable Funds

## Opinion

We have audited the financial statements of Trustees of Calderdale and Huddersfield NHS Foundation Trust Charitable Funds ("the charity") for the year ended 31 March 2023 which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and related notes, including the accounting policies in note 1.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with UK accounting standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) ("ISAs (UK)") and applicable law. Our responsibilities are described below. We have fulfilled our ethical responsibilities under, and are independent of the charity in accordance with, UK ethical requirements including the FRC Ethical Standard. We believe that the audit evidence we have obtained is a sufficient and appropriate basis for our opinion.

## Going concern

The trustee has prepared the financial statements on the going concern basis as they do not intend to liquidate the charity or to cease its operations, and as they have concluded that the charity's financial position means that this is realistic. They have also concluded that there are no material uncertainties that could have cast significant doubt over its ability to continue as a going concern for at least a year from the date of approval of the financial statements ("the going concern period").

In our evaluation of the trustee's conclusions, we considered the inherent risks to the charity's business model and analysed how those risks might affect the charity's financial resources or ability to continue operations over the going concern period.

Our conclusions based on this work:

- we consider that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate;
- we have not identified, and concur with the trustee's assessment that there is not, a material uncertainty related to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for the going concern period.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the above conclusions are not a guarantee that the charity will continue in operation.



## Fraud and breaches of laws and regulations – ability to detect

### *Identifying and responding to risks of material misstatement due to fraud*

To identify risks of material misstatement due to fraud (“fraud risks”) we assessed events or conditions that could indicate an incentive or pressure to commit fraud or provide an opportunity to commit fraud. Our risk assessment procedures included:

- Enquiring of management and inspection of policy documentation as to the Charity’s high-level policies and procedures to prevent and detect fraud, as well as whether they have knowledge of any actual, suspected or alleged fraud.
- Reading Charitable Fund Committee minutes.
- Using analytical procedures to identify any unusual or unexpected relationships.

We communicated identified fraud risks throughout the audit team and remained alert to any indications of fraud throughout the audit.

As required by auditing standards, we perform procedures to address the risk of management override of controls, in particular the risk that management may be in a position to make inappropriate accounting entries. On this audit we do not believe there is a fraud risk related to revenue recognition due to the non-complex nature of revenue received by the entity.

We did not identify any additional fraud risks.

We performed procedures including identifying adjustments to test based on risk criteria and comparing the identified entries to supporting documentation. These included unusual adjustments linked to cash.

### ***Identifying and responding to risks of material misstatement due to non-compliance with laws and regulations***

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general sector experience and through discussion with the directors and other management (as required by auditing standards), from inspection of the Charity’s regulatory and legal correspondence and discussed with the directors and other management the policies and procedures regarding compliance with laws and regulations.

We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.

The potential effect of these laws and regulations on the financial statements varies considerably.

Firstly, the Charity is subject to laws and regulations that directly affect the financial statements, including financial reporting legislation (including related charities legislation) and we assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items.

Whilst the Charity is subject to many laws and regulations, we did not identify any where the consequences of non-compliance alone could have a material effect on amounts or disclosures in the financial statements.

## ***Context of the ability of the audit to detect fraud or breaches of law or regulation***

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it.

In addition, as with any audit, there remained a higher risk of non-detection of fraud, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. Our audit procedures are designed to detect material misstatement. We are not responsible for preventing non-compliance or fraud and cannot be expected to detect non-compliance with all laws and regulations.

### **Other information**

The trustee is responsible for the other information, which comprises the Trustee's Annual Report. Our opinion on the financial statements does not cover the other information and, accordingly, we do not express an audit opinion or, except as explicitly stated below, any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether, based on our financial statements audit work, the information therein is materially misstated or inconsistent with the financial statements or our audit knowledge. Based solely on that work:

- we have not identified material misstatements in the other information;
- in our opinion the information given in the Trustee's Annual Report is consistent with the financial statements; and
- in our opinion those reports have been prepared in accordance with the Charities Act 2011.

### **Matters on which we are required to report by exception**

Under the Charities Act 2011 we are required to report to you if, in our opinion:

- the charity has not kept adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit.

We have nothing to report in these respects.

### **Trustee's responsibilities**

As explained more fully in their statement set out on page 23, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view; such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and using the going concern basis of accounting unless they either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

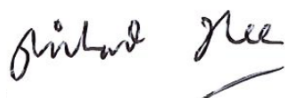
## Auditor's responsibilities

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue our opinion in an auditor's report. Reasonable assurance is a high level of assurance, but does not guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

A fuller description of our responsibilities is provided on the FRC's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities).

## The purpose of our audit work and to whom we owe our responsibilities

This report is made solely to the charity's trustee, as a body, in accordance with section 144 of the Charities Act 2011 (or its predecessors) and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustee, as a body, for our audit work, for this report, or for the opinions we have formed.



**Richard Lee**

**for and on behalf of KPMG LLP, Statutory Auditor**

*Chartered Accountants*

*KPMG LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006*

1 St Peter's Square,  
Manchester,  
M2 3AE

21 December 2023

# CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

## ACCOUNTS – 2022/23

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £'000	Restricted funds £'000	Endowment funds £'000	2022/23 Total funds £'000	2021/22 Total funds £'000
<b>Income and endowments from:</b>						
Donations and legacies	3	178	9	0	187	430
Charitable Activities	4	0	173	0	173	0
Investments	5	4	0	0	4	4
Other	5	0	0	0	0	0
<b>Total incoming resources</b>		<b>182</b>	<b>182</b>	<b>0</b>	<b>364</b>	<b>434</b>
<b>Expenditure on:</b>						
Raising funds	6	135	1	0	136	88
Charitable activities	7					
Purchase of new equipment		426	61	0	487	121
New building and refurbishment		122	20	0	142	171
Staff education and welfare		63	13	0	76	93
Patient education and welfare		113	13	0	126	254
Contribution to NHS		0	0	0	0	0
<b>Total charitable activities</b>		<b>724</b>	<b>107</b>	<b>0</b>	<b>831</b>	<b>639</b>
Other resources expended		0	23	0	23	23
<b>Total expenditure</b>	8	<b>859</b>	<b>131</b>	<b>0</b>	<b>990</b>	<b>750</b>
Net losses on investments	13	(40)	(17)	(6)	(63)	305
<b>Net income/(expenditure)</b>		<b>(717)</b>	<b>34</b>	<b>(6)</b>	<b>(689)</b>	<b>(11)</b>
Transfers between funds	10	0	0	0	0	0
<b>Net movement in funds</b>		<b>(717)</b>	<b>34</b>	<b>(6)</b>	<b>(689)</b>	<b>(11)</b>
<b>Reconciliation of Funds</b>						
Total Funds brought forward		2,141	920	128	3,189	3,200
<b>Total funds carried forward</b>		<b>1,424</b>	<b>954</b>	<b>122</b>	<b>2,500</b>	<b>3,189</b>

The notes 1-24 on the following pages form part of these financial statements. All income and expenditure are derived from continuing operations.

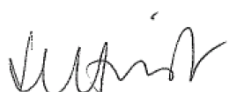
# CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

## ACCOUNTS – 2022/23

### BALANCE SHEET AS AT 31 MARCH 2023

	Notes	Unrestricted funds £'000	Restricted funds £'000	Endowment funds £'000	Total at 31 March 2023 £'000	Total at 31 March 2022 £'000
<b>Fixed assets</b>						
Investments	13	1,327	929	122	2,378	2,941
<b>Total fixed assets</b>		<b>1,327</b>	<b>929</b>	<b>122</b>	<b>2,378</b>	<b>2,941</b>
<b>Current assets</b>						
Debtors	14	44	0	0	44	4
Cash and cash equivalents	15	236	37	0	273	468
<b>Total current assets</b>		<b>280</b>	<b>37</b>	<b>0</b>	<b>317</b>	<b>472</b>
<b>Liabilities</b>						
Creditors: amounts falling due within one year	16	(183)	(12)	0	(195)	(224)
<b>Net current assets / (liabilities)</b>		<b>97</b>	<b>25</b>	<b>0</b>	<b>122</b>	<b>248</b>
<b>Total assets less current liabilities</b>		<b>1,424</b>	<b>954</b>	<b>122</b>	<b>2,500</b>	<b>3,189</b>
<b>Total net assets</b>		<b>1,424</b>	<b>954</b>	<b>122</b>	<b>2,500</b>	<b>3,189</b>
<b>Funds of the charity</b>	19					
Endowment funds		0	0	122	122	128
Restricted income funds		0	954	0	954	920
Unrestricted income funds		1,424	0	0	1,424	2,141
<b>Total funds</b>		<b>1,424</b>	<b>954</b>	<b>122</b>	<b>2,500</b>	<b>3,189</b>

The notes 1-24 on the following pages form part of these accounts. The financial statements and the accompanying notes were approved by the Board of Directors on 14<sup>th</sup> November 2023 and were signed on its behalf by Gary Boothby, Director of Finance.



Signed Mrs Helen Hirst, Chair



# CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

## ACCOUNTS – 2022/23

### STATEMENT OF CASH FLOWS AS AT 31 MARCH 2023

	Note	Total at 31 March 2023 £'000	Total at 31 March 2022 £'000
<b>Cash flows from operating activities:</b>			
Net cash provided by (used in) operating activities	18	(699)	(161)
<b>Cash flows from investing and other activities:</b>			
Dividends from investments	5	4	4
Other income	5	0	0
<b>Net cash provided by (used in) investing activities</b>		<b>4</b>	<b>4</b>
Receipt from sale of investments	13	500	0
<b>Net cash provided by financial investment</b>		<b>500</b>	<b>0</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(195)</b>	<b>(157)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	15	<b>468</b>	<b>625</b>
<b>Cash and cash equivalents at the end of reporting period</b>	15	<b>273</b>	<b>468</b>

The notes 1-24 on the following pages form part of these accounts.

# CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

## ACCOUNTS – 2022/23

### NOTES TO THE ACCOUNTS

#### 1 Accounting policies

##### a) Basis of preparation

The financial statements have been prepared under the historic cost convention, except for investments which are included at fair value.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The financial statements have been prepared to give a 'true and fair' view and 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 Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared on a going concern basis which the Trustees consider to be appropriate for the following reasons. At the end of the financial year the charity had total net assets of £2.500 million, of which £1.424 million is in unrestricted funds. The Trustees have reviewed its commitment for the next 12 months and are confident that there are sufficient unrestricted funds to meet its liabilities as they fall due for a period of at least 12 months from the date of approval of the financial statements. The Trustees therefore continue to adopt the going concern basis in preparing the financial statements.

##### b) Governance costs

Governance costs are classified as support costs and have therefore been apportioned across charitable activities, after a portion has been allocated to Raising Funds. These costs include costs related to the statutory audit and an apportionment of overhead and other support costs.

The analysis of support costs, including governance costs, is shown in note 9.

##### c) Structure of funds

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

Restricted funds are those which are to be used in accordance with specific restrictions imposed by the donor. The Charity has six restricted funds. The restrictions on CRH SCBU, CRH PGME and HRI Special Purpose funds (see note 19) primarily limit any expenditure from these funds to be undertaken for the benefit of the stated purpose contained in the fund title. The fourth and fifth restricted funds are the Abraham Ormerod fund and the Abraham Ormerod Reserve fund. They both have the same restriction, which is that the approved expenditure must, where possible, be for services provided for the benefit of people in the Todmorden area. The sixth restricted fund is the Covid-19 fund where the grants from NHS Charities Together were allocated.

Endowment Funds are where capital is held to generate income for charitable purposes with no discretion to spend capital. The Charity has one permanent endowment fund, McGhie Hospital.

## CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

### ACCOUNTS – 2022/23

#### Accounting Policies (continued)

##### **d) Incoming resources**

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

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio.

##### **e) Gifts in kind**

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

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

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

##### **f) Incoming resources from 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 representatives of the estate(s) 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 the conditions for income recognition are met (see Note 20 - Material legacies).

##### **g) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate costs related to each category of expense shown in the Statement of Financial Activities. All expenditure is recognised once there is a legal constructive obligation committing the Charity to the expenditure.

##### **h) Irrecoverable VAT**

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

##### **i) Allocation of support costs**

Support costs are those costs which do not relate directly to a single activity. These include some staff costs, costs of administration and audit costs. They are allocated to charitable activities, across the funds in proportion to total expenditure, as shown in note 9, after a portion has been allocated to Raising Funds.

#### **j) Fundraising costs**

The costs of generating funds are those costs attributable to generating income for the Charity, other than those costs incurred in undertaking charitable activities. These are fundraising costs and they include expenses for fundraising activities and a fee paid to Calderdale & Huddersfield NHS Foundation Trust to pay the salary and overhead costs of the fundraising team – see note 6.

#### **k) Charitable activities**

Costs of Charitable Activities comprise all costs incurred in the pursuit of charitable objects of the Charity. These costs comprise direct costs and overhead and support costs.

#### **l) Fixed asset investments**

Investments are initially recognised at their transaction value and are subsequently measured at the current market value quoted by the investment analyst, as at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation.

The main form of financial risk faced by the Charity is that of volatility in equity markets and investment markets due to wider economic conditions and the attitude of investors to investment risk.

#### **m) Debtors**

Debtors are amounts owed to the Charity. They are measured based on their recoverable amount.

#### **n) Cash and cash equivalents**

Cash at bank and in hand is held to meet the day to day running costs of the Charity as they fall due. Cash equivalents are balances held in the deposit account which are very liquid funds and are shown as part of 'Cash and cash equivalents' on the balance sheet. There is no impact on the total funds of the Charity. An analysis of Cash and cash equivalents is provided in note 15.

#### **o) Creditors**

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

#### **p) Recognised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or value at date of purchase if later).

### **2 Prior year comparatives by type of fund**

The primary statements provide prior year comparatives in total; this note provides prior period comparatives for the Statement of Financial Activities and the Balance Sheet for each of the three types of funds that the Charity manages.

# CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

## ACCOUNTS – 2022/23

## NOTES TO THE ACCOUNTS

### 2a Unrestricted funds

#### Statement of financial activity for the year ended 31 March 2023

	2023 £'000	2022 £'000
<b>Income and endowments from:</b>		
Donations and legacies	178	418
Investments	4	4
<b>Total income and endowments</b>	<b>182</b>	<b>422</b>
<b>Expenditure on:</b>		
Raising funds	135	80
Charitable activities		
Purchase of new equipment	426	81
New building and refurbishment	122	164
Staff education and welfare	63	44
Patient education and welfare	113	154
<b>Total charitable activities</b>	<b>724</b>	<b>443</b>
<b>Total expenditure</b>	<b>859</b>	<b>523</b>
Net losses on investments	(40)	196
<b>Net income/(expenditure)</b>	<b>(717)</b>	<b>95</b>
Transfers between funds	0	0
<b>Net movement in funds</b>	<b>(717)</b>	<b>95</b>
<b>Reconciliation of Funds</b>		
Total Funds brought forward	2,141	2,046
<b>Total funds carried forward</b>	<b>1,424</b>	<b>2,141</b>

#### Balance sheet as at 31 March 2023

	2023 £'000	2022 £'000
<b>Fixed assets</b>		
Investments	1,327	1,884
<b>Total fixed assets</b>	<b>1,327</b>	<b>1,884</b>
<b>Current assets</b>		
Debtors	44	4
Cash and cash equivalents	236	450
<b>Total current assets</b>	<b>280</b>	<b>454</b>
<b>Liabilities</b>		
Creditors: amounts falling due within one year	(183)	(197)
<b>Net current assets / (liabilities)</b>	<b>97</b>	<b>257</b>
<b>Total assets less current liabilities</b>	<b>1,424</b>	<b>2,141</b>
<b>Total net assets</b>	<b>1,424</b>	<b>2,141</b>
<b>Total unrestricted funds</b>	<b>1,424</b>	<b>2,141</b>



# CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

## ACCOUNTS – 2022/23

### NOTES TO THE ACCOUNTS

#### 2b Restricted funds

##### Statement of financial activity for the year ended 31 March 2023

	2023 £'000	2022 £'000
<b>Income and endowments from:</b>		
Donations and legacies	9	12
Charitable Activities	173	0
<b>Total income and endowments</b>	<b>182</b>	<b>12</b>
<b>Expenditure on:</b>		
Raising funds	1	8
Charitable activities		
Purchase of new equipment	61	40
New building and refurbishment	20	7
Staff education and welfare	13	49
Patient education and welfare	13	100
<b>Total charitable activities</b>	<b>107</b>	<b>196</b>
Other resources expended	23	23
<b>Total expenditure</b>	<b>131</b>	<b>227</b>
Net losses on investments	(17)	99
<b>Net income/(expenditure)</b>	<b>34</b>	<b>(116)</b>
Transfers between funds	0	0
<b>Net movement in funds</b>	<b>34</b>	<b>(116)</b>
<b>Reconciliation of Funds</b>		
Total Funds brought forward	920	1,036
<b>Total funds carried forward</b>	<b>954</b>	<b>920</b>

#### 2c Endowment funds

##### Statement of financial activity for the year ended 31 March 2023

	2023 £'000	2022 £'000
Net losses on investments	(6)	10
<b>Net income/(expenditure)</b>	<b>(6)</b>	<b>10</b>
Transfers between funds	0	0
<b>Net movement in funds</b>	<b>(6)</b>	<b>10</b>
<b>Reconciliation of Funds</b>		
Total Funds brought forward	128	118
<b>Total funds carried forward</b>	<b>122</b>	<b>128</b>

##### Balance sheet as at 31 March 2023

	2023 £'000	2022 £'000
<b>Fixed assets</b>		
Investments	929	929
<b>Total fixed assets</b>	<b>929</b>	<b>929</b>
<b>Current assets</b>		
Debtors	0	0
Cash and cash equivalents	37	18
<b>Total current assets</b>	<b>37</b>	<b>18</b>
<b>Liabilities</b>		
Creditors: amounts falling due within one year	(12)	(27)
<b>Net current assets / (liabilities)</b>	<b>25</b>	<b>(9)</b>
<b>Total assets less current liabilities</b>	<b>954</b>	<b>920</b>
<b>Total net assets</b>	<b>954</b>	<b>920</b>
<b>Total restricted funds</b>	<b>954</b>	<b>920</b>

##### Balance sheet as at 31 March 2023

	2023 £'000	2022 £'000
<b>Fixed assets</b>		
Investments	122	128
<b>Total fixed assets</b>	<b>122</b>	<b>128</b>
<b>Total assets less current liabilities</b>	<b>122</b>	<b>128</b>
<b>Total net assets</b>	<b>122</b>	<b>128</b>
<b>Total endowment funds</b>	<b>122</b>	<b>128</b>

# CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

## ACCOUNTS – 2022/23

## NOTES TO THE ACCOUNTS

### 3 Analysis of voluntary income

	Unrestricted funds	Restricted funds	Endowment funds	2022/23 Total funds	2021/22 Total funds
	£'000	£'000	£'000	£'000	£'000
Donations	90	8	0	98	90
Corporate donations	35	1	0	36	339
Legacies	53	0	0	53	1
	<b>178</b>	<b>9</b>	<b>0</b>	<b>187</b>	<b>430</b>

### 4 Analysis of income from charitable activities (NHS Charities Together grants)

	Unrestricted funds	Restricted funds	Endowment funds	2022/23 Total funds	2021/22 Total funds
	£'000	£'000	£'000	£'000	£'000
Stage 3 Long Term Recovery Grant	0	143	0	143	0
Development Grant	0	30	0	30	0
	<b>0</b>	<b>173</b>	<b>0</b>	<b>173</b>	<b>0</b>

### 5 Total income from operating activities

#### Income from investments

	Unrestricted funds	Restricted funds	Endowment funds	2022/23 Total funds	2021/22 Total funds
	£'000	£'000	£'000	£'000	£'000
Fixed asset investments UK	4	0	0	4	4
	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>

The dividends above relate to the McGhie Hospital fund; these are shared equally between both General Purpose funds.

#### Other Income

Other income is £nil (£nil in 2021/22).

# CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

## ACCOUNTS – 2022/23

## NOTES TO THE ACCOUNTS

### 6 Analysis of expenditure on raising funds

In 2022/23 the Charity continued to use only one investment manager. For the current year, the fee for the COIF Charities Ethical Investment fund is 0.60% which is charged annually based on the capital balance (2021/22: 0.60%).

	Unrestricted funds	Restricted funds	Endowment funds	2022/23 Total funds £'000	2021/22 Total funds £'000
	£'000	£'000	£'000	£'000	£'000
Fundraising Costs	132	0	0	132	85
Support Costs	3	1	0	4	3
	<b>135</b>	<b>1</b>	<b>0</b>	<b>136</b>	<b>88</b>

The fundraising costs above include staff costs, memberships, marketing and resources and other fundraising event costs.

### 7 Analysis of charitable expenditure

The Charity made grant support available to Calderdale and Huddersfield NHS Foundation Trust and Locala Community Partnership for the purchase of equipment and contributions for staff and patient education, amenities, and welfare.

	Grant funded activity			Support costs			Total 2022/23			
	Unrestricted funds £'000	Restricted funds £'000	Total funds £'000	Unrestricted funds £'000	Restricted funds £'000	Total funds £'000	Unrestricted funds £'000	Restricted funds £'000	Total 2022/23 £'000	Total 2021/22 £'000
Purchase of new equipment	408	58	466	18	3	21	426	61	487	121
New building and refurbishment	117	19	136	5	1	6	122	20	142	171
Staff education, welfare and amenities	61	12	73	2	1	3	63	13	76	93
Patient education, welfare and amenities	108	13	121	5	0	5	113	13	126	254
	<b>694</b>	<b>102</b>	<b>796</b>	<b>30</b>	<b>5</b>	<b>35</b>	<b>724</b>	<b>107</b>	<b>831</b>	<b>639</b>

The Charity also made available grant support of £23,000 (2021/22: £23,000) – this was for Age Concern Todmorden and Todmorden Food Drop In Service.

### 8 Analysis of grants

The main beneficiary of the Charity is the related party, Calderdale and Huddersfield NHS Foundation Trust, but grants are also made to Locala Community Partnership. The Corporate Trustee operates a scheme of delegation through which all grant funded activity is managed by fund managers responsible for the day-to-day disbursements from their designated funds in accordance with the directions set out in the Charity standing orders and standing financial instructions.

	2022/23 £'000	2021/22 £'000
Raising funds	136	88
<b>Grants made:</b>		
NHS Foundation Trust	831	639
Locala Community Partnership	0	0
	<b>831</b>	<b>639</b>
Other Resources Expended	23	23
Total resources expended	<b>990</b>	<b>750</b>

## CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

### ACCOUNTS – 2022/23

### NOTES TO THE ACCOUNTS

#### 9 Allocation of governance and support costs

Support and overhead costs are apportioned to charitable activities according to the value of transactions that have occurred within each activity in the year. Governance costs are those support costs which relate to the strategic and day to day management of the Charity.

	Raising Funds £'000	Charitable Activities £'000	2022/23 Total £'000	2021/22 Total £'000
<b>Support and governance costs</b>				
Financial services	3	26	29	28
Salaries and related costs	0	5	5	5
External and internal audit costs	1	3	4	4
Establishment costs	0	1	1	1
	<b>4</b>	<b>35</b>	<b>39</b>	<b>38</b>

	Unrestricted funds £'000	Restricted funds £'000	Endowment funds £'000	2022/23 Total £'000	2021/22 Total £'000
<b>Support and governance costs</b>					
Raising funds	3	1	0	4	3
Charitable Activities	30	5	0	35	35
	<b>33</b>	<b>6</b>	<b>0</b>	<b>39</b>	<b>38</b>

	Unrestricted funds £'000	Restricted funds £'000	Endowment funds £'000	2022/23 Total £'000	2021/22 Total £'000	apportionment to charitable activities
<b>Support and governance costs for charitable activities</b>						
Financial services	23	3	0	26	26	Proportionate to charitable expenditure
Salaries and related costs	4	1	0	5	5	Proportionate to charitable expenditure
External and internal audit costs	2	1	0	3	3	Proportionate to charitable expenditure
Establishment costs	1	0	0	1	1	Proportionate to charitable expenditure
	<b>30</b>	<b>5</b>	<b>0</b>	<b>35</b>	<b>35</b>	

	Purchase of Equipment	Staff Education and Welfare	Patient Education and Welfare	Building & Refurbishment	Other	2022/23 Total	2021/22 Total
<b>Apportionment of support costs across charitable expenditure</b>	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Financial services	15	3	4	4	0	26	26
Salaries and related costs	3	0	1	1	0	5	5
External and internal audit costs	2	0	0	1	0	3	3
Establishment costs	1	0	0	0	0	1	1
	<b>21</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>35</b>	<b>35</b>



# CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

## ACCOUNTS – 2022/23

## NOTES TO THE ACCOUNTS

### 10 Transfers between funds

There were no transfer between funds in 2022/23 (2021/22: nil).

### 11 Analysis of staff costs

The Charity does not directly employ any members of staff. The administration and fundraising are carried out by staff from the Trust and recharged to the Charity. For 2022/23 the recharged staff cost for administration was £34,531 (2021/22: £32,933). This comprised £30,657 (2021/22: £29,130) (salaries) and £3,874 (2021/22: £3,803) (social security costs). The recharged staff cost for fundraising was £113,511 (2021/22: £67,299). This comprised £91,131 (2021/22: £54,079) (salaries) and £22,380 (2021/22: £13,220) (social security costs). None of these staff received any other employee benefits in either year and nor did any individual receive employee benefits (excluding employer pension costs) above £60,000.

### 12 Auditor's remuneration

The auditor's remuneration of £4,051.20 - inclusive of VAT (2021/22: £3,840 – inclusive of VAT) related solely to the statutory audit, with no other additional work undertaken (2021/22: £nil).

### 13 Fixed asset investments

All investments are made in accordance with the guidance issued by the Charity Commission. The current investments are managed by CCLA. Funds are either invested in the stock exchange, other securities or held to gain interest in the bank. The Charity's investment objective remains the same, that is, to provide a balance between long term capital growth, security, availability, and maximisation of annual income. All investments are carried at their fair value.

### Movement in year

	2022/23 £'000	2021/22 £'000
Market value at 1 April	2,941	2,636
Add : additions at cost	0	0
Less : disposals at market value and in year gain/(loss) on disposal	(500)	0
Add/Less : gain/loss on revaluation	(63)	305
Add : gain/(loss) on in year disposals	0	0
Less : movements in broker held bank accounts	0	0
<b>Market value at 31 March</b>	<b>2,378</b>	<b>2,941</b>

## CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

### ACCOUNTS – 2022/23

### NOTES TO THE ACCOUNTS

#### Fixed asset investments (cont.)

#### Investments in common investment funds

	Units held at 31 March 2023	31 March 2023 total £'000		Units held at 31 March 2022	31 March 2022 total £'000
CCLA Investments Management Ltd			CCLA Investments Management Ltd		
COIF Charities Ethical Investment Fund			COIF Charities Investment Fund		
Accumulation units	485,093	2,256	Accumulation units	592,754	2,813
Income units	43,332	122	Income units	43,332	128
	<b>528,425</b>	<b>2,378</b>		<b>636,086</b>	<b>2,941</b>

#### Risk Strategy in terms of investments held with investment managers

In line with the investment objectives of the Charity, it is essential that the correct balance of risk and rewards is conveyed to the Investment Managers running the Charity portfolios.

The view of the Charitable Funds Committee is that risk levels should be based on Low and Medium risk.

##### Low risk

The Charity is prepared to accept a small degree of short-term volatility, in the hope of producing slightly higher returns. The Charity seeks to reduce the risk of returns being exceeded by inflation, while retaining a consistent pattern of returns and accepts the possibility of frequent but minor fluctuations in capital value.

##### Medium risk

The Charity is prepared to accept risk of some short-term volatility in the pursuit of returns over the medium to long term which should maintain capital after the effects of inflation and is aware that more significant fluctuations in capital are possible.

##### Liquidity risk

This is anticipated to be low as the Fund holds a diversified portfolio but one biased towards real assets including global equities, property and infrastructure, and with only modest exposure to bonds and cash.

##### Currency risk

There is an element of currency risk as there are some overseas equities within the portfolio, but these should be minimal as the portfolio is diversified.

## CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

### ACCOUNTS – 2022/23

### NOTES TO THE ACCOUNTS

#### 14 Analysis of debtors

	31 March 2023 £'000	31 March 2022 £'000
<b>Debtors under 1 year</b>		
Other debtors	44	4
<b>Total</b>	<b>44</b>	<b>4</b>

Other debtors represent any sums owed to the Charity by a related party, Calderdale and Huddersfield NHS Foundation Trust, for income collected by the Trust on behalf of the Charity of £6,000 (2021/22: £3,000), donations received but not banked until April 2023 of £3,000 (2021/22: £1,000) and also a legacy notified but not yet received of £35,000 (2021/22: nil).

#### 15 Analysis of cash and cash equivalents

	31 March 2023 £'000	31 March 2022 £'000
<b>Analysis of cash at bank</b>		
National Westminster current account	0	0
<b>Short term investments and deposits</b>		
National Westminster deposit account	273	468
<b>Total</b>	<b>273</b>	<b>468</b>

#### 16 Analysis of liabilities

	31 March 2023 £'000	31 March 2022 £'000
<b>Creditors under 1 year</b>		
Other creditors	(195)	(224)
	<b>(195)</b>	<b>(224)</b>

Other creditors mainly represent sums owed by the Charity to a related party, Calderdale and Huddersfield NHS Foundation Trust of £188,000 (2021/22: £201,000), for costs incurred by the NHS Foundation Trust on behalf of the Charity in the furtherance of the Charity's objectives. It also includes the cost of items or services received but not yet invoiced or paid of £7,000 (2021/22: £23,000).

# CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

## ACCOUNTS – 2022/23

## NOTES TO THE ACCOUNTS

### 17 Provisions for liabilities and charges

The Charity does not have any provisions for liabilities and charges and, as such, has not disclosed any such liabilities and charges in the Statement of Financial Activities.

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

	31 March 2023 £'000	31 March 2022 £'000
<b>Net income/(expenditure) for 2022/23 (as per SOFA)</b>	<b>(689)</b>	<b>(11)</b>
<b>Adjustments for:</b>		
(Gains)/losses on investments	63	(305)
Dividends from investments	(4)	(4)
Other income	0	0
(Increase)/decrease in debtors	(40)	3
Increase/(decrease) in creditors	(29)	156
<b>Net cash provided by (used in) operating activities</b>	<b>(699)</b>	<b>(161)</b>

### 19 Analysis of charitable funds

	Balance at 31 March 2022 b/fwd	Incoming resources	Resources expended	Transfers	Gains and losses	Balance at 31 March 2023 c/fwd
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Endowment</b>						
McGhie hospital	128	-	-	-	(6)	122
	<b>128</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(6)</b>	<b>122</b>
<b>Restricted</b>						
CRH SCBU	13	8	(7)	-	-	14
CRH PGME	15	-	-	-	-	15
HRI special purpose fund	10	-	-	-	-	10
Covid 19 fund	48	174	(40)	-	-	182
Abraham Ormerod day hospital	257	-	(84)	-	-	173
Abraham Ormerod reserve	577	-	-	-	(17)	560
	<b>920</b>	<b>182</b>	<b>(131)</b>	<b>-</b>	<b>(17)</b>	<b>954</b>
<b>Unrestricted</b>						
Unrestricted funds	<b>2,141</b>	<b>182</b>	<b>(859)</b>	<b>-</b>	<b>(40)</b>	<b>1,424</b>
<b>Total</b>	<b>3,189</b>	<b>364</b>	<b>(990)</b>	<b>-</b>	<b>(63)</b>	<b>2,500</b>

All the unrestricted funds are designated funds and are available for any charitable purpose relating to the NHS but are mainly for the stated purpose contained in the fund title. This is in recognition of the non-binding wishes of donors when making their generous gifts.

In the interests of accountability and transparency a complete breakdown of all designated (earmarked) funds is available upon written request.

## CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS

### ACCOUNTS – 2022/23

### NOTES TO THE ACCOUNTS

#### 20 Material legacies

Legacy income is accounted for as incoming resources in the Statement of Financial Activities either upon receipt or where the legacy is probable. Material legacies are those which have been notified as at 31 March 2023 but not recognised as incoming resources in the Statement of Financial Activities due to the conditions for recognition not being met.

##### Material legacies as at 31 March 2023

Notification received from	Date notification received	2022/23 Estimated value of legacy £'000	Notification received from	Date notification received	2021/22 Estimated value of legacy £'000
n/a	n/a	0	Ramsdens Solicitors	April 2022	5
		<b>0</b>			<b>5</b>

#### 21 Outstanding Approvals

Expenditure that has been approved internally but not yet delivered or services not yet provided has been summarised below.

##### Outstanding Expenditure Approvals as at 31 March 2023

	2022/23 Estimated value £'000	2021/22 Estimated value £'000
<b>Fund Manager</b>		
Calderdale & Huddersfield NHS Foundation Trust	815	667
	<b>815</b>	<b>667</b>

#### 22 Related party transactions

Calderdale and Huddersfield NHS Foundation Trust is the main related party to the Charity. Payments to creditors are made through the Trust and reimbursed from the Charitable Funds. Whilst the Trust paid £917,476 (2021/22: £637,822) on behalf of the Charity, all but £33 (2021/22: £94) of this was repaid by the Charity; this latter figure represents the administration costs provided by the Trust. This cost, in support of the Charity's grant making activities, is included within support costs – see note 9.

During the year, no donations (2021/22: £300,000) were received from Calderdale and Huddersfield Solutions Limited, a wholly owned subsidiary of Calderdale and Huddersfield NHS Foundation Trust.



## **CALDERDALE AND HUDDERSFIELD NHS FOUNDATION TRUST CHARITABLE FUNDS**

### **ACCOUNTS – 2022/23**

### **NOTES TO THE ACCOUNTS**

#### **23 Trustees' remuneration, benefits and expenses**

During the year, no Board Member of the Trust received either remuneration or expenses and none of them, or key management staff, has undertaken any material transactions with the Calderdale and Huddersfield NHS Foundation Trust Charitable Funds. There were also no Trustee indemnity insurance costs during the year.

#### **24 Role of volunteers**

Our fund managers are, in effect, volunteers. There are about 200 Trust staff members who manage how the Charity's designated funds should be spent. Each fund manager has been delegated responsibility for approving expenditure of less than £500.