

**NUFFIELD ORTHOPAEDIC CENTRE
OUHS FOUNDATION TRUST**

LEAGUE OF FRIENDS

ANNUAL GENERAL MEETING

Meeting held on Wednesday 19 June 2024 at 2.00pm

Only the Chairman and Trustees were invited and attended the Meeting.

1.0 WELCOME

The Chairman, Shaun McClarron thanked everyone for attending the AGM .

2.0 APOLOGIES FOR ABSENCE

Yousef Sida

3.0 ELECTION OF OFFICERS

D Henderson-Slater proposed Anton Pick to become a Trustee. This was seconded by G Thomas

The vote was unanimous.

Karen Barker, Penny Bilney, Jean Grandi, Yousef Sida and Gail Thomas were re-elected.

4.0 MINUTES OF AGM HELD ON 20 JUNE 2023

These were approved.

5.0 MATTERS ARISING

OCE Shop has been handed back to The Trust on 19 June 2024.

6.0 CHAIRMAN'S REPORT

See attached Report.

7.0 ANNUAL ACCOUNTS 2022-2023

SM presented the attached Annual Accounts.

He stated the increase in profits continue to rise – this year to £73k.

The Accounts for 2022-2023 were proposed, seconded and accepted..

8.0 ANY OTHER BUSINESS

General discussions concerning Bids, Funding etc took place.

Further discussions will take place at Trustee Meetings.

It was agreed that we should employ someone to complete volunteer DBS, Health etc checks.

A Bid for £3300 from Sam Pemberton (Physio) for a Postgraduate Dissertation was refused, but an offer of £500 would be made.

9.0 NEXT AGM

The next AGM will be in June 2025.

The Meeting closed at 3.00pm.

League of Friends of the Nuffield Orthopaedic Centre
Nuffield Orthopaedic Centre Headington Oxford

Charity Number 1165880

Financial Statements
for the year ended
31st March 2024

League of Friends of the Nuffield Orthopaedic Centre
Annual Report for the year ended 31st March 2024

The Trustees present their Report for the year ended 31st March 2024.

Legal and Administrative Details

The League of Friends is constituted by the rules adopted at its inaugural meeting in 1964, and subject to amendment by members at general meetings.

The League was registered with the Charity Commissioners under Charity Number 264276. On 27th February 2017 they became a Charitable Incorporated Organisation.

The Trustee Board who served during the year and who are responsible for the management of the League's business are as follows:

Mr Shaun McClarron Chairman
Mrs Jean Grandi Treasurer

Dr David Henderson-Slater
Ms Karen Barker
Ms Penny Bilney
Ms Gail Thomas
Mr Youssef Sida (appointed 22nd August 2023)

Bankers: National Westminster Bank plc
 91 London Road
 Headington
 Oxford
 OX3 9AE

COIF Charity Deposit Fund
85 Queen Victoria Street
London
EC4V 4ET

Independent Examiner: Lee Baker FCA
 Wenn Townsend Chartered Accountants
 30 St Giles'
 Oxford
 OX1 3LE

Insurance Brokers: Attend
 11-13 Cavendish Square
 London
 W1G 0AN

League of Friends of the Nuffield Orthopaedic Centre

Annual Report for the year ended 31st March 2024

Objects, Organisation and Activities

The object of the League of Friends is generally to support the charitable work of the Nuffield Orthopaedic Centre. No alteration in the rules can authorise new objects which are not charitable.

The premises from which the League operates are provided by the hospital rent free. The hospital and staff are the ultimate beneficiaries of the charity. The facilities provided by the League are seen by the hospital to be of service to patients, visitors and staff alike. No attempt has been made to quantify the value of this tacit donation towards the League's operating costs.

The majority of the Charity's funds are raised from the sale of refreshments and goods sold in the shop, together with monies received from fundraising, legacies and bequests, other activities and donations.

The work of the League is carried out mainly by some 14 volunteers who provide a comprehensive shop/café and assistance to patients in the wards and clinics.

Day to day administration of the shop is delegated to paid staff, with overriding decision-making by the Trustees. The Trustees meet every second month to discuss the League affairs, including the requests from the hospital departments for equipment etc.

There are approximately 14 people associated with the charity, of which 13 are volunteers.

Public Benefit

In reviewing the Charity's objectives and activities the Trustees have considered the guidelines laid down by the Charity Commission in relation to public benefit. The Trustees are of the opinion that the Charity's objectives and activities are totally in accordance therewith.

Trustee Appointment and Training

Trustees are appointed at the Annual General Meeting, usually held in June. Nominations are made prior to the meeting, once the individual has confirmed in writing, their willingness to stand. Trustees are then formally proposed, seconded and voted upon at the meeting itself.

Induction and training of a new Trustee is informal, mainly covered by attendance at meetings where policy decisions are taken, and matters of concern discussed. The Trustees are supported by ATTEND (the charity's Umbrella organisation) who provide training courses.

Review of Progress and Achievements

The charity provides medical and related equipment to, or for, the various wards and departments of the Nuffield Orthopaedic Hospital based upon specific requests made by those wards and departments to the Bids Committee of the Charity's Trustees. Successful bids are actioned as soon as possible, depending upon the availability of the equipment. Bids that have been agreed but could not be actioned by the year-end date are noted as outstanding commitments.

Risk Management

The Trustees have examined the major strategic, business, and operational risks that the Charity faces or may face and confirm that systems are in place to enable regular reports to be produced so that the necessary steps can be taken to mitigate any such risks.

The principal risks faced by the charity are:

- the impact of the coronavirus pandemic
- competition from other on-site providers of similar goods and services and
- difficulties in attracting volunteers

The Trustees are aware of these risks and keep the situation under constant review.

League of Friends of the Nuffield Orthopaedic Centre

Annual Report for the year ended 31st March 2024

Finances and Reserves Policy

The attached financial statements show the current state of finances, which the Trustees consider to be sound. The balance shown on unrestricted income funds amount to £239,658 (2023: £164,574). It is the policy of the Charity to maintain unrestricted funds, which are the free reserves of the Charity, at a level which maintains the Charity's capability to respond to any financial emergency.

Investments Policy

Investments are held in short and medium term deposit accounts in order to provide flexibility and ease of access. The highest rate of interest is actively pursued. The investment objective is to maintain the purchasing power of the monies until they are required to satisfy the grant making process.

Risk Management

The Trustees have examined the major strategic, business and operational risks which the Charity faces or may face, and have confirmed that systems are in place to enable regular reports to be produced, so that necessary steps can be taken to lessen any such risks.

Audit Information

In so far as the Trustees are aware;

- (a) there is no relevant audit information of which the Charity's external examiners are unaware;
- (b) the trustees have taken all steps that they ought to have taken to make themselves aware of the relevant audit information and to establish that the external examiners are aware of that information.

Statement of Trustees Responsibilities

The Trustees are responsible for preparing the annual report and the financial statement in accordance with the applicable law and UK General Accepted Accounting Practice.

The Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to;

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

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ascertain the financial position of the Charity and enable them to ensure that financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Trustee Board



Mr Shaun McClarron (Chairman)

06 / 06 / 2024

**Independent External Examiners Report to the Trustees of the League of Friends of the
Nuffield Orthopaedic Centre for the year ended 31st March 2024**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2024 which are set out on pages 5 to 11.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Lee Baker FCA
Wenn Townsend Chartered Accountants
30 St Giles
Oxford
OX1 3LE**

....14th June...2024

The League of Friends of the Nuffield Orthopaedic Centre

Statement of Financial Activities

For the Year Ended 31st March 2024


	Notes	Unrestricted Funds 2024 £	Unrestricted Funds 2023 £
Incoming Resources			
Legacies & Donations	2	8,188	1,804
Activities for generating funds	3	192,900	172,637
Investment income	4	6,150	1,781
Total Incoming Resources		207,238	176,222
Resources Expended Charitable activities			
Activities for generating funds	3	119,169	117,896
Gifts to the Nuffield Orthopaedic Centre	5	2,490	1,035
Governance Costs	6	10,495	13,622
Total Resources Expended		132,154	132,553
Net incoming/(outgoing) resources for the year, being net movement in funds		75,084	43,669
Total funds brought forward		164,574	120,905
Total Funds carried forward		239,658	164,574

The League of Friends of the Nuffield Orthopaedic Centre

Balance Sheet as at 31st March 2024

Current Assets	Notes	2024	2023
		£	£
Fixed assets	8	2,418	-
Stock	9	1,484	2,631
Debtors	10	-	7,867
Bank deposits and current account	11	240,159	157,775
		244,061	168,273
Less Current Liabilities			
Creditors: Amounts falling due within one year	12	(4,403)	(3,699)
Net Current Assets		239,658	164,574
Net Assets		239,658	164,574
Represented by:			
Total Unrestricted Funds		239,658	164,574

These Financial Statements were approved by the Trustees on 2024

.....  **Mr Shaun McClarron (Chairman)**

.....  **Mrs Jean Grandi (Treasurer)**

The League of Friends of the Nuffield Orthopaedic Centre

Notes forming part of the Financial Statement

For the year ended 31st March 2024

1. Accounting Policies

(a) Basis of Preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction 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 October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

(b) Income and Expenditure

The Charity prepares its accounts on an accruals basis, with adjustments being made for trade creditors and debtors, where the underlying expenditure or income properly relates to the accounting period.

The method of accounting conforms with Part 8 of the Charities Act 2011.

(c) Investment Income

Investment income is accounted for as receivable.

(d) Donations /Gifts etc.

Donations are recorded in the period in which the Charity is entitled to receipt. Gifts and promises are noted in the annual report.

(e) Resources Expended

Expenditure is included on the accruals basis and has been classified under headings that aggregate all costs related to the category.

The Charity has one single activity, as detailed in the Annual Report. Costs reflected as Governance Costs in these financial statements are essentially compliance costs, plus those expenditures incurred to support the sole activity.

(f) Stocks

Stocks are valued according to the retail method, whereby an evaluated gross margin is deducted from the selling price to derive cost.

(g) Cash Flow Statement

The charity has taken advantage of the exemption from preparing a cash flow statement, contained in the Financial Reporting Standard No 1, on the grounds that it is a small charity.

(h) Donated Services - Volunteers

No attempt has been made to evaluate the enormous contribution made by volunteers to the League's operation.

The League of Friends of the Nuffield Orthopaedic Centre
Notes forming part of the Financial Statement (continued)
For the year ended 31st March 2024

	Unrestricted funds	
	2024	2023
	£	£
2. Legacies and Donations		
General donations and legacies	8,188	1,804
Government grants receivable	-	-
	8,188	1,804
3. Activities for Generating Funds:	2024	2023
	£	£
Shop takings	192,900	172,637
Cost of sales	(94,794)	(87,768)
Gross profit	98,106	84,869
Fundraising income	43	818
Shop Salaries	(23,147)	(30,933)
Repairs and replacement equipment	(1,271)	(13)
Net Trading Income	73,731	54,741
4. Investment Income	2024	2023
	£	£
Interest received	6,150	1,781
5. Charitable Activities	2024	2023
	£	£
Gifts to the Nuffield Orthopaedic Centre (Note 14)	2,490	1,035

The League of Friends of the Nuffield Orthopaedic Centre
Notes forming part of the Financial Statement (continued)
For the year ended 31st March 2024

6. Governance and Other Costs	2024	2023
	£	£
Admin	4,257	6,400
Insurance	2,437	121
Independent Examination	900	800
Other accountancy support	1,224	1,200
Depreciation	45	-
Bank Charges	1,632	5,101
Total	10,495	13,622

7. Staff Costs	2024	2023
	Number of staff	Number of staff
The average number of employees (all of whom were part-time)	2	4

	2024	2023
	£	£

The analysis of cost is as follows:

Wages, salaries and social security costs.	23,147	30,933
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No remuneration was paid to any Trustee during the year and no employee received remuneration in excess of £60,000 pa.

Occasional, low value, reimbursements are made to Trustees in respect of expenses incurred on behalf of the Charity.

8. Stock	2024	2023
	£	£
Stock of goods for sale	1,484	2,631

The League of Friends of the Nuffield Orthopaedic Centre
Notes forming part of the Financial Statement (continued)

For the year ended 31st March 2024

9. Debtors	2024 £	2023 £
VAT	-	7,867
	<u>-</u>	<u>7,867</u>

10. Cash at Bank and in Hand	2024 £	2023 £
Bank current account and cash in hand	60,159	47,775
COIF Charities deposit account	180,000	110,000
	<u>240,159</u>	<u>157,775</u>

11. Creditors: Amounts falling due in one year	2024 £	2023 £
Trade creditors	-	1,180
VAT	491	-
Accruals	2,000	2,000
Taxation and social security	1,912	519
	<u>4,403</u>	<u>3,699</u>

12. Contingent Liabilities and Commitments

In the opinion of the Trustees, there were no contingent liabilities at 31st March 2024.

The League of Friends of the Nuffield Orthopaedic Centre
Notes forming part of the Financial Statement (continued)
For the year ended 31st March 2024

13. Historic Summary	Total @ 01/04/2023 £	Year to 31/03/2024 £	Total @ 31/03/2024 £
Unrestricted Funds			
Monies raised	1,798,764	88,069	1,886,833
Governance costs	(287,431)	(10,495)	(297,926)
	<hr/> 1,511,333	<hr/> 77,574	<hr/> 1,588,907
Monies gifted to the hospital	(1,346,759)	(2,490)	(1,349,249)
Unrestricted Funds carried forward	<hr/> 164,574	<hr/> 75,084	<hr/> 239,658

14. Change of charitable status and transfer of funds

It was the decision of the Trustees and those present at the 2015 AGM, that the League of Friends of the Nuffield Orthopaedic Centre change their organisation from a Trustee lead organisation to a Charitable Incorporated Organisation (CIO). Following the guidance set out by the Charity Commission, this process was completed in March 2017. The Charity Commissioners were satisfied that THE LEAGUE OF FRIENDS OF THE NUFFIELD ORTHOPAEDIC CENTRE is a charity and it has been entered onto the Register of Charities with the Registered Charity Number 1165880.

Charities Commission decision wording

The decision to register was based on our assessment of the information supplied during the application process and the declarations given in the trustee declaration form and we are satisfied that THE LEAGUE OF FRIENDS OF THE NUFFIELD ORTHOPAEDIC CENTRE is established for charitable purposes only for the public benefit.

League of Friends of the Nuffield Orthopaedic Centre
Nuffield Orthopaedic Centre Headington Oxford

Charity Number 1165880

Financial Statements
for the year ended
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League of Friends of the Nuffield Orthopaedic Centre
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COIF Charity Deposit Fund
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Independent Examiner:	Lee Baker FCA Wenn Townsend Chartered Accountants 30 St Giles' Oxford OX1 3LE
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League of Friends of the Nuffield Orthopaedic Centre

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League of Friends of the Nuffield Orthopaedic Centre

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On behalf of the Trustee Board



Mr Shaun McClarron (Chairman)

06 / 06 / 2024

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1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
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**Lee Baker FCA
Wenn Townsend Chartered Accountants
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OX1 3LE**

....14th June...2024

The League of Friends of the Nuffield Orthopaedic Centre

Statement of Financial Activities

For the Year Ended 31st March 2024


	Notes	Unrestricted Funds 2024 £	Unrestricted Funds 2023 £
Incoming Resources			
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Activities for generating funds	3	192,900	172,637
Investment income	4	6,150	1,781
Total Incoming Resources		207,238	176,222
Resources Expended Charitable activities			
Activities for generating funds	3	119,169	117,896
Gifts to the Nuffield Orthopaedic Centre	5	2,490	1,035
Governance Costs	6	10,495	13,622
Total Resources Expended		132,154	132,553
Net incoming/(outgoing) resources for the year, being net movement in funds		75,084	43,669
Total funds brought forward		164,574	120,905
Total Funds carried forward		239,658	164,574

The League of Friends of the Nuffield Orthopaedic Centre

Balance Sheet as at 31st March 2024

Current Assets	Notes	2024	2023
		£	£
Fixed assets	8	2,418	-
Stock	9	1,484	2,631
Debtors	10	-	7,867
Bank deposits and current account	11	240,159	157,775
		244,061	168,273
Less Current Liabilities			
Creditors: Amounts falling due within one year	12	(4,403)	(3,699)
Net Current Assets		239,658	164,574
Net Assets		239,658	164,574
Represented by:			
Total Unrestricted Funds		239,658	164,574

These Financial Statements were approved by the Trustees on 2024

.....  **Mr Shaun McClarron (Chairman)**

.....  **Mrs Jean Grandi (Treasurer)**

The League of Friends of the Nuffield Orthopaedic Centre

Notes forming part of the Financial Statement

For the year ended 31st March 2024

1. Accounting Policies

(a) Basis of Preparation

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The method of accounting conforms with Part 8 of the Charities Act 2011.

(c) Investment Income

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(d) Donations /Gifts etc.

Donations are recorded in the period in which the Charity is entitled to receipt. Gifts and promises are noted in the annual report.

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Expenditure is included on the accruals basis and has been classified under headings that aggregate all costs related to the category.

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(h) Donated Services - Volunteers

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The League of Friends of the Nuffield Orthopaedic Centre
Notes forming part of the Financial Statement (continued)
For the year ended 31st March 2024

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	2024	2023
	£	£
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	8,188	1,804
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	£	£
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Cost of sales	(94,794)	(87,768)
Gross profit	98,106	84,869
Fundraising income	43	818
Shop Salaries	(23,147)	(30,933)
Repairs and replacement equipment	(1,271)	(13)
Net Trading Income	73,731	54,741
4. Investment Income	2024	2023
	£	£
Interest received	6,150	1,781
5. Charitable Activities	2024	2023
	£	£
Gifts to the Nuffield Orthopaedic Centre (Note 14)	2,490	1,035

The League of Friends of the Nuffield Orthopaedic Centre
Notes forming part of the Financial Statement (continued)
For the year ended 31st March 2024

6. Governance and Other Costs	2024	2023
	£	£
Admin	4,257	6,400
Insurance	2,437	121
Independent Examination	900	800
Other accountancy support	1,224	1,200
Depreciation	45	-
Bank Charges	1,632	5,101
Total	10,495	13,622

7. Staff Costs	2024	2023
	Number of staff	Number of staff
The average number of employees (all of whom were part-time)	2	4

	2024	2023
	£	£

The analysis of cost is as follows:

Wages, salaries and social security costs.	23,147	30,933
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No remuneration was paid to any Trustee during the year and no employee received remuneration in excess of £60,000 pa.

Occasional, low value, reimbursements are made to Trustees in respect of expenses incurred on behalf of the Charity.

8. Stock	2024	2023
	£	£
Stock of goods for sale	1,484	2,631

The League of Friends of the Nuffield Orthopaedic Centre
Notes forming part of the Financial Statement (continued)

For the year ended 31st March 2024

9. Debtors	2024 £	2023 £
VAT	-	7,867
	<u>-</u>	<u>7,867</u>

10. Cash at Bank and in Hand	2024 £	2023 £
Bank current account and cash in hand	60,159	47,775
COIF Charities deposit account	180,000	110,000
	<u>240,159</u>	<u>157,775</u>

11. Creditors: Amounts falling due in one year	2024 £	2023 £
Trade creditors	-	1,180
VAT	491	-
Accruals	2,000	2,000
Taxation and social security	1,912	519
	<u>4,403</u>	<u>3,699</u>

12. Contingent Liabilities and Commitments

In the opinion of the Trustees, there were no contingent liabilities at 31st March 2024.

The League of Friends of the Nuffield Orthopaedic Centre
Notes forming part of the Financial Statement (continued)
For the year ended 31st March 2024

13. Historic Summary	Total @ 01/04/2023 £	Year to 31/03/2024 £	Total @ 31/03/2024 £
Unrestricted Funds			
Monies raised	1,798,764	88,069	1,886,833
Governance costs	(287,431)	(10,495)	(297,926)
	<hr/> 1,511,333	<hr/> 77,574	<hr/> 1,588,907
Monies gifted to the hospital	(1,346,759)	(2,490)	(1,349,249)
Unrestricted Funds carried forward	<hr/> 164,574	<hr/> 75,084	<hr/> 239,658

14. Change of charitable status and transfer of funds

It was the decision of the Trustees and those present at the 2015 AGM, that the League of Friends of the Nuffield Orthopaedic Centre change their organisation from a Trustee lead organisation to a Charitable Incorporated Organisation (CIO). Following the guidance set out by the Charity Commission, this process was completed in March 2017. The Charity Commissioners were satisfied that THE LEAGUE OF FRIENDS OF THE NUFFIELD ORTHOPAEDIC CENTRE is a charity and it has been entered onto the Register of Charities with the Registered Charity Number 1165880.

Charities Commission decision wording

The decision to register was based on our assessment of the information supplied during the application process and the declarations given in the trustee declaration form and we are satisfied that THE LEAGUE OF FRIENDS OF THE NUFFIELD ORTHOPAEDIC CENTRE is established for charitable purposes only for the public benefit.