

The Friends of Woking Community Hospital ("FWCH")

Registered Charity Number 1178417

Trustees' Annual Report for the year to 31st January 2021

The charity is a Charitable Incorporated Organisation ("CIO"). Its Principal Address is White Lodge, Pond Road, Woking, Surrey GU22 0JT.

The charity was formed on 14th May 2018, and registered on 17th May 2018, as the successor to the unincorporated charity Reg. 261396, the League of Friends of the Woking Community Hospital, for which the working name in recent years has been The Friends of Woking Community Hospital.

The Charity Trustees who manage the charity are, and were during the reporting period:

Mr J K Allan	Chairman
Mr P W Spreckley	Treasurer and Vice-Chairman
Mrs B Hedges	Secretary
Mrs A Luckham	Membership Secretary
Mr B J Luckham	
Dr A C Shepherd	
Mrs M-T Whatley	

The Charity is governed by its Constitution, and is constituted as a Charitable Incorporated Organisation ("CIO"). The Constitution follows the model set by the Charity Commission for an Association CIO – that is, one like ours which has a membership other than the trustees.

The Trustees are elected by the members of the CIO at the Annual General Meeting. Trustees retire in rotation, and are eligible for re-election. If necessary, Trustees can be elected temporarily by the other Trustees at a properly constituted meeting, and confirmation sought at the next Annual General Meeting.

The Trustees seek to broaden the group from which both members and Trustees of FWCH are drawn, so that it can fully reflect the users of the Community Hospital. This has been very difficult in the past, and part of the motive for changing the structure of the charity to a CIO has been to make trusteeship attractive to more people who would make good trustees.

The objects of FWCH are:

To relieve patients and former patients of the Woking Community Hospital and other invalids in the community who are sick, convalescent, disabled, handicapped or infirm and, generally, to support the charitable work of said Hospital.

The main activities of FWCH in relation to these objects are:

- Raising funds, mainly through subscriptions, donations and legacies, street collections and local events.
- Providing funds to the Hospital for their purchase of specified equipment, chosen by the Hospital, as agreed in advance with FWCH.
- Other gifts of money to the Hospital.
- Volunteer activity at the Hospital. The Volunteer activity includes decorating the Hospital at Christmas.

FWCH's receipts

FWCH's receipts for the year totalled £9,934. Of this, subscriptions were £4,630.

The Covid-19 situation has forced us to cancel all our fundraising events during this year, but the sale of Christmas cards has continued.

Celebrations Deferred

The League of Friends of Woking Community Hospital was founded and registered as a charity in 1970. We had therefore been planning to celebrate our 50th anniversary in 2020, in conjunction with our AGM. The Covid-19 pandemic forced us to conduct our AGM in a minimum form on line, and to defer the celebrations until we can safely bring our friends together.

Giving to the Hospital

Arrangements are in place with the service providers at the Hospital to ensure that our funding is for public benefit. This is a matter for continual vigilance.

Gifts to the Hospital by the CIO during the year have totalled £20,286. This has again included a substantial catching-up of items which have been on the Wish list, and in some cases have been received by the Hospital, but for which we had not been asked for our donation.

The outstanding Wish List of items which we have agreed to fund totals £7,096. At 31 January 2020 it stood at £20,145.

FWCH's Reserves are maintained at a level in excess of all known and probable obligations, taking no account of anticipated income.

On a receipts and payments basis, these reserves are represented by cash in accounts with Lloyds Bank and with Virgin Money. The Reserves are a single, general, fund.

The Trustees consider that the major risks to FWCH are:

- Litigation related to equipment funded by the Association. This risk is managed by ensuring that FWCH's role is strictly limited to the provision of funds, and by having Public Liability Insurance.
- Litigation arising from the voluntary work done by its members. This risk is managed by limiting the scope of work undertaken, by care in its execution, and by having Public Liability Insurance.
- Re-allocation of funded equipment to other Hospitals, or its redundancy due to policy changes. These risks can be managed to some extent by obtaining letters of undertaking from the Hospital on major items, but in the end the matter is in the power of the NHS and the hospital management.
- Risk of bank collapse. This is not thought at all likely. Also, all our funds are covered by the FSCS compensation scheme.
- Risk of acting improperly in making donations for the benefit of the Hospital. This is being managed by careful review of Wish Lists, guided by the procedures which have been developed with NHS and the service providers.
- Litigation associated with our use of the internet. Our Trustee Indemnity insurance provides some, but limited, cover against such a situation.

Data Protection

The data protection policy of the CIO is the same as that of the predecessor unincorporated charity, and complies with the data protection law (the GDPR) which became effective on 25 May 2018. The consents given to the unincorporated charity to hold and use data explicitly allowed for them to apply to the CIO on the same terms if and when it was formed.

Responses to mandatory questions from the Charity Commission

Your charity's income and spending? £9,934 and £22,153 respectively.

Does your charity raise funds from the public? Yes

Does your charity work with a professional fundraiser? No

Does your charity work with a commercial participator? No

Is grant-making the main way your charity carries out its purposes? Yes

In this period, did your charity receive income from contracts from central government or local authorities? No

In this period, did your charity receive grant funding from central government or from local authorities? No

In this period, did your charity receive income from outside the UK? No

During this period, did your charity operate outside England and Wales? No

Are the Trustees satisfied that the charity's risk management policy and procedures adequately address the risks to the charity arising from its activities and/or where it operates? Yes

Does the charity have any trading subsidiaries? No

During this period, did any of the Trustees receive remuneration or benefits other than expenses incurred? No

For what services were any of the Trustees paid? None

During this period, did any of the Trustees resign and take up employment with the charity? No

During this period, did any of your charity's staff receive total employment benefits of more than £60,000? No

How many UK volunteers, excluding Trustees, have during [this] period? This is hard to define, but about eleven

During this period, did your charity review its financial controls? Yes

Has the charity obtained a standard, enhanced or enhanced with barred lists DBS check on all trustees, employees and volunteers who are in roles that are eligible for these checks? No such roles

Declarations

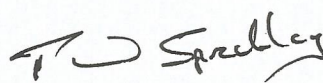
(i) The Trustees declare that they have approved the Trustees' report above.

(ii) The Trustees declare that there have been no serious incidents within the Charity during the reporting period or subsequently that could significantly harm the Charity's property, work, beneficiaries or reputation; nor have there been other matters in that period which they should have brought to the attention of the Charity Commission.

Signed on behalf of the charity's trustees



Jonathan Allan
Chairman



Peter Spreckley
Treasurer & Vice-Chairman

**Independent examiner's report to the trustees of The Friends of Woking Community
Hospital Charitable Incorporated Organisation ('the CIO')**

I report to the charity trustees on my examination of the accounts of the **CIO (Registered Charity Number 1178417)** for the period from 1 February 2020 to 31 January 2021.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

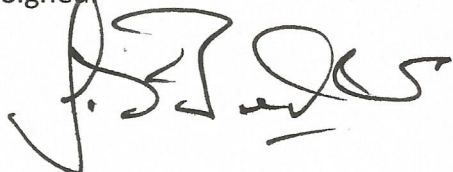
Independent examiner's statement

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 as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed



Name: John Budge

Independent Examiner

Address: 46 Bitterne Drive, Woking, Surrey.

Date: 2 March 2021

The Friends of Woking Community Hospital
Registered Charitable Incorporated Organisation 1178417

**Receipts and Payments Account
for the Year to 31st January 2021**

(Individual figures and totals are rounded separately)

	2021	2020
Receipts:		
Voluntary Income	£	£
Members' subscriptions	4,630	4,687
Donations attributed to the Mayor's Appeal		
Legacy - Sir Alec Bedser		
Other donations and legacies	3,956	5,193
Sub-Total	8,586	9,880
Activities for generating funds		
Plant Sale	75	2,725
Bridge Afternoon	0	980
Quiz Night March 2019	0	1,650
FWCH Christmas Cards	1,061	1,163
Waitrose street collection	0	265
Other	0	0
Sub-Total	1,136	6,782
Bank Interest	211	347
Total Receipts	9,934	17,010
Payments:		
	£	£
Gifts and donations to Hospital	20,286	19,184
Costs of Fundraising		
Plant Sale	0	344
Bridge afternoon	0	62
Quiz Night March 2020	95	
Quiz Night March 2019		466
Christmas cards	597	467
Other	0	0
Sub-Total	692	1,338
Costs of Generating Voluntary Income		
Printing stationery, postage & telephone	86	100
Website and Promotional	206	214
Sundries		
Sub-Total	292	314
Governance expenditure		
Insurance policy & "Attend" membership	585	557
AGM - documents and hall hire	298	341
Other	0	0
Sub-Total	883	898
Total payments	22,153	21,734
Net Surplus/(Deficit)	(12,219)	(4,724)

Note:

"Plant Sale" in 2019/20 includes a donation of £750 from "Barclays £ for £"

The Friends of Woking Community Hospital

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Gifts to the Hospital Funded in 2020/21

	£
Contribution to cost of café chilled display	4,000
Contribution to cost of café refurbishment	10,066
Cash for Ward Christmas parties	500
Christmas tree and accessories	86
MOTomed physiotherapy machine	3,575
Wheelchair weighing machine	1,299
Bradley craft scheme, newspapers for Bradley and Alexandra Wards, visiting musician	760
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	20,286

The Friends of Woking Community Hospital

Registered Charity 1178417

Statement of Assets & Liabilities

(Individual figures and totals are rounded separately)

	As at:	31/01/21	31/01/20
MONETARY ASSETS			
Balances at Bank (cash book basis)			
Lloyds - Treasurers Account		1,302	1,848
Virgin Money deposit account		32,035	43,708
Total Monetary Assets		<u>33,337</u>	<u>45,556</u>

MONETARY LIABILITIES 0

MONETARY ASSETS less MONETARY LIABILITIES 33,337 45,556

RESERVES

As at 1st February	45,556	50,280
Surplus/(Deficit)	(12,219)	(4,724)
As at 31st January year end	<u>33,337</u>	<u>45,556</u>

Memo: ALLOCATIONS of RESERVES against WISH LIST

Donations Committed on Wish List (i.e. requisitions issued)		
Other items on current Wish List		
Total Wish List still to fund	7,096	20,145
Unallocated funds	26,241	25,411

Notes:

1. Donations to the Hospital are controlled through a Wish List prepared by the Hospital, and agreed by FWCH. It is not unusual for items on a wish list to be dropped when events so dictate, so the mere presence of an item on the list does not indicate a firm commitment to that spend. Estimates may also be updated as purchase proceeds. Once the Hospital has initiated purchase, however, FWCH can be fairly sure that the corresponding funds will be required; and when the supplier has submitted his invoice, the Hospital has agreed it, and NHS or the service provider has paid it, the amount of FWCH's liability is fully defined.

2. As at 31 January 2021:

- (a) apart from its agreements under the Wish List, the CIO has given no guarantees
- (b) the CIO has no debts secured on its assets

3. Gift Aid tax recoverable on subscriptions and donations is credited in the period in which it is received



Jonathan Allan
Chairman



Peter Spreckley
Treasurer