

The Friends of Woking Community Hospital ("FWCH")

Registered Charity Number 1178417

Trustees' Annual Report for the period 1 February 2023 to 31 January 2024

FWCH is a Charitable Incorporated Organisation ("CIO"). Its Principal Address is 10 High Street, Horsell, Woking, Surrey, GU21 4UT. It was formed on 14 May 2018 and registered on 17 May 2018, as the successor to the unincorporated charity, The League of Friends of the Woking Community Hospital (Registered Charity No. 261396), for which the working name had been The Friends of Woking Community Hospital.

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

Mr J K Allan, Chairman
Dr A C Shephard, Vice Chairman
Mr J D Budge, Treasurer (to September 2023)
Mr S M Maltby, Treasurer (from December 2023)
Mrs B Hedges, Secretary
Mrs A Luckham, Membership Secretary
Mrs B Hunwicks
Mr B J Luckham
Mr C P Saunbury

('the Trustees')

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 that 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 continue to broaden the group from which both members and Trustees of FWCH are drawn, so that it can fully reflect the users of Woking Community Hospital ("the Hospital"). Whilst this had been very difficult in the past, part of the motive for incorporating FWCH was to make trusteeship attractive to more people.

The objects of FWCH are: To relieve patients and former patients of the Hospital and other invalids in the community who are sick, convalescent, disabled, handicapped or infirm and, generally to support the charitable work of the Hospital.

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

- Raising funds, through subscriptions, donations, legacies, street collections and local events.
- Providing funds to the Hospital for the 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 £12,504 of this number; regular donations by annual subscriptions amounted to £3,604.

Annual General Meeting ("AGM")

The AGM is to be held at 11:00 am on 12 June 2024 at the Horsell Bowls Club, High Street, Horsell, GU21 4SS.

Giving to the Hospital

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

Gifts to the Hospital by FWCH for the year amounted to £6,273.

To process requests received from the Hospital a procedure is in place where items are placed upon a 'Wish List'. This list does not constitute a legal commitment by FWCH to provide funding and is purely for consideration purposes. At year end the list totalled £35,520 in value. It is not unusual for items on the Wish list to be removed when events dictate. Estimates and values may change as the transaction proceeds.

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

On a receipt and payment basis, the reserves are held by way of current and deposit accounts with Lloyds Bank plc. The funds constitute a single general reserves amount.

The Trustees consider the major risks to FWCH are:

- Litigation relating to the equipment funded by the Association. This risk is mitigated by the Hospital acquiring the equipment directly from their suppliers with FWCH's role being strictly limited to the provision of funds. In addition FWCH purchases 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
- Transfer of funded equipment to other hospitals, or its redundancy due to policy changes. These risks are to some extent managed by obtaining letters of undertaking from the Hospital on major items. However the Hospital management and the NHS will make the final decision regarding this issue.

- Risk of Bank Collapse. Lloyds Bank, which is our main bank, is a major UK institution which we consider unlikely to fail. Notwithstanding this where possible we also seek to manage our exposure by taking advantage of the FCSC compensation scheme.
- Risk of acting improperly when making donations for the benefit of the Hospital. This is being managed by careful review of the Wish List, guided by the procedures which have been developed with NHS and its service providers.
- Litigation associated with our use of the internet. Our Trustee indemnity insurance provides some limited cover against such a situation.

Data Protection

The data protection policy of FWCH is the same as that of its predecessor unincorporated charity and complies with the data protection law (the GDPR which became effective 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

What is the charity's financial period? 1 February 2023 to 31 January 2024
What is your charity's income and spending? Income £12,504 Spending £8,183
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 purpose? 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 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? None
During this period, did any of your charity's staff receive total benefits of more than £60,000.00? No

How many UK volunteers, excluding Trustees, did your charity have during this period? The amount is variable, but averaged less than 10.
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

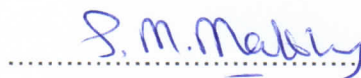
Declarations

- (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 Trustees


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20th May.....2024
Jonathan Allan
Chairman


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20 May.....2024
Stephen Maltby
Treasurer

The Friends of Woking Community Hospital CIO

Registered Charity 1178417

Report to the Trustees by the Independent Examiner on the Accounts for the year ended 31 January 2024

I report to the trustees on my examination of the accounts of The Friends of Woking Community Hospital ("the Charity") for the year ended 31 January 2024 as set out on Pages 1 to 3

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 2011 Act").

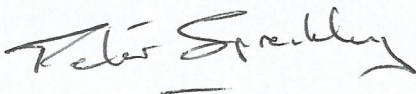
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, which gives the Charity Commission the power to make such Directions. These Directions are stated in the Charity Commission document CC32.

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

- the accounting records were not kept in accordance with section 130 of the 2011 Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 for the reporting period to be reached.

Signed:



Peter Spreckley MA MBA

On 20th May 2024

The Friends of Woking Community Hospital

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Receipts and Payments Account for the Year to 31 January 2024

(individual figures and totals are rounded separately)

	2024	2023
Receipts:		
Voluntary Income	£	£
Members' Subscriptions	3,604	4,257
Other Donations and Legacies	2,344	29,030
Sub-Total	5,948	33,286
Activities for generating funds		
Plant Sale*	3,103	3,344
Quiz Night	1,436	1,177
FWCH Christmas Cards	587	754
Waitrose Street Collection	215	359
Charity Walk	922	0
Other		
Sub-Total	6,264	5,634
Bank Interest	292	24
Total Receipts	12,504	38,943
Payments:		
Gifts and donations to Hospital	£	£
	6,273	11,923
Costs of Fundraising		
Plant Sale	317	377
Quiz Night	249	41
Christmas Cards	0	415
Charity Walk	0	0
Other	0	0
Sub-Total	566	833
Costs of Generating Voluntary Income		
Printing, stationery, postage & telephone	14	24
Website & Promotional	62	51
Sundries	222	0
Sub-Total	298	75
Governance expenditure		
Insurance policy & "Attend " membership	690	645
AGM - documents and hall hire	357	282
Other	0	40
Sub-Total	1,047	967
Total Payments	8,183	13,798
Net Surplus / (Deficit)	4,320	25,145

* Note: "Plant Sale" includes donations from "Barclays £ for £" of £1,470 and £750 for the years ending 2023 & 2024 respectively

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Gifts to Woking Community Hospital

Funded during the period 1 February 2023 to 31 January 2024

	£
Bradley craft scheme, newspapers for Bradley & Alexandra Wards & visiting musician	600
Cash for Coronation Party	200
Primal Strength CT800 Treadmill	3,482
ODFS Full Kit Pace XL & Accessories	1,265
Cash for Ward Xmas Parties	500
Christmas Trees and Food	226
	<u>6,273</u>

The Friends of Woking Community Hospital

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Statements of Assets & Liabilities

(individual figures and totals are rounded separately)

As at: 31/01/24 31/01/23

Monetary Assets	£	£
Balances at Banks:		
Lloyds Bank	33,785	29,757
Virgin Money Deposit Account	38,393	38,101
Total Monetary Assets	72,178	67,858

Monetary Liabilities	0	0
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Monetary Assets less Monetary Liabilities	72,178	67,858
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Reserves

As at 1 February	67,858	42,713
Surplus (Deficit)	4,320	25,145
As at 31 January	72,178	67,858

Memo: Allocations of Reserves against Wish List

Total Wish List still to fund	35,520	32,474
Unallocated Funds	5,520	35,384

Notes:

1. Donations to Woking Community Hospital are managed through a Wish List prepared by the Hospital, and agreed by FWCH. It is not unusual for items on the 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 a purchase proceeds. Once the hospital has initiated a purchase, FWCH can be fairly sure that the corresponding funds will be required. The amount of FWCH's liability is defined once the supplier has submitted his invoice, the Hospital has approved it, and the NHS or service provider has paid it.

2. As at 31 January 2024:

(a) apart from its agreements under the Wish list, the CIO has given no guarantees

(b) FWCH 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



Stephen Maltby, Treasurer

