

**The Friends of
Woking Community
Hospital**

**Trustees' Annual Report
and Accounts**

for the period

1 February 2024 to 31 January 2025



**Regulated by The Charity Commission
Registration No. 1178417**

The Friends of Woking Community Hospital ("FWCH" & the "Charity")

Summary

Status: Charitable Incorporated Organisation registered with
The Charity Commission

Registered Charity No. 1178417

Principal Address: 10 High Street, Horsell, Woking, Surrey, GU21 4UT

President: Mrs L. Chatwin

Trustees: Mr J K Allan, Chairman
Dr A C Shephard, Vice Chairman
Mr S M Maltby, Treasurer
Mrs B Hedges, Secretary
Mrs A Luckham, Membership Secretary
Mrs B Hunwicks
Mr B J Luckham
Mr C P Saunbury

(the "Trustees" and "Executive Committee")

Bankers: Lloyds Bank Plc

Independent Examiner: Mr P Spreckley

Object: To relieve patients and former patients of the **Woking Community Hospital** (the "Hospital") and other invalids in the community who are sick, convalescent, disabled, handicapped, infirm or in need of financial assistance and, generally to support the charitable work of the said Hospital.

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Chairman's Report

I am pleased to report that the Woking Community Hospital (the "Hospital") expansion to provide additional diagnostic capacity is progressing in accordance with National Health Service plans to provide more services on a local basis.

Our Charity ("FWCH") is solely dedicated to supporting the hospital, staff and its patients. The Trustees who administer the charity are all local based and whilst we operate independently of the hospital, we have regular meetings with representatives of the hospital to discuss where we can provide assistance.

Early 2024 saw the completion of the refurbishment and redecoration of Alexandra Ward funded by FWCH. This was a major project for FWCH and we are pleased it has resulted in a better environment for both the staff and the patients. We are now in discussions with Woking Community Hospital and others to participate in the funding of a similar project for Bradley Ward. Furthermore, we have continued and increased our direct support for the patients through the provision of funding for rehabilitation services and materials. We also provided funding for Staff & Patient Christmas parties and the purchase of new Christmas Trees and decorations throughout the hospital.

Over the years we have funded many items of fixtures, fittings and equipment for the hospital. The new diagnostic hub will result in more patients visiting the hospital. To support this increase in numbers, we have agreed to provide funding for a number of additional portering chairs to make the transfer of patients within the hospital easier.

The continued work of FWCH relies upon the support of individual members, public donations and a number of local organisations including Woking Lions, Woking Rotary and Horsell Bowling Club who have worked with us to ensure we can continue to make a difference. In 2024/5 we were also nominated as his chosen charity by the Mayor of Woking. During the year one of our members left FWCH a substantial legacy of £159,000 from her estate for which we are very grateful. We are currently considering how these funds should be used to further the aims of our Charity..

Lastly I would also like to thank my fellow trustees and the volunteers who generously donated their time, enabling us to operate with exceptionally low overheads, keeping our costs to a minimum and continuing to make a difference.

Fundraising events organised in 2024 included a Quiz Night, Plant Sale and taking a stall at the Horsell Christmas Market. Our plans for 2025 include repeating these events together with the possibility of more similar activities.

Jonathan Allan
Chairman

Trustees' Annual Report for the period 1 February 2024 to 31 January 2025

Organisation and Management

The Friends of Woking Community Hospital was formed on 14 May 2018 and registered on 17 May 2018 (Registered Charity No. 1178417) .

The Objects of FWCH are set out on page 2 of this report together with the names of the Trustees who served during the year.

Public Benefits Statement

The Trustees consider that all the work carried out by FWCH is for charitable purposes and consider that they have complied with Section 17 of the Charities Act 2011 with regard to the guidance on public benefit published by the The Charity Commission. These activities include making grants to support Woking Community Hospital, its patients and staff in accordance with its Objects.

Risk Management Strategy

The Trustees have a risk management strategy, which comprises regular reviews of the risks FWCH may face and the establishment and implementation of processes to mitigate those risks and their impact on the Charity.

Risk Management

The Trustees consider the major risks to FWCH are:

- **Reputational Risk.** The Trustees value the good name and reputation of FWCH and are conscious that they should observe the rules and regulations set out by The Charity Commission, which registers and regulates charities in England and Wales.
- **Risk of acting improperly when making donations for the benefit of the Hospital.** The Trustees manage this risk by carefully reviewing items proposed by the Hospital and other items placed on the Wish List. The review includes being guided by procedures developed with the NHS and its service providers.
- **Risk of litigation or loss associated with our use of the internet.** Our online banking activity is under “dual control” that is no payments can be made by a Trustee without approval by another Trustee. Furthermore we have a comprehensive Data Protection policy to protect members and third parties.
- **Litigation relating to equipment purchased by the Hospital using funds donated by FWCH.** This is mitigated by the Hospital identifying the relevant equipment and purchasing it on a direct basis from its preferred suppliers. At no stage is FWCH the legal owner or liable for its operation.

- **Transfer of funded equipment to other hospitals or its redundancy due to technical innovations or policy changes.** These risks are to some extent managed by obtaining letters of undertaking from the Hospital on major items. It is acknowledged by the Trustees that the Hospital Management and the NHS and its service providers will make the final decision regarding this issue.
- **Risk of Bank Collapse.** Lloyds Bank Plc is our main bank for current and deposit accounts purposes. It is a major UK institution, with a substantial and robust business, which we consider is unlikely to fail.

Financial Reporting

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the FWCH at the end of the financial year.

In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently; state whether applicable accounting standards and recommended practice have been followed, subject to any material departures being disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis; and
- for keeping proper accounting records which disclose, with reasonable accuracy at any time the financial position of FWCH enabling the Trustees to ensure that the financial statements comply with the Charities Act 2011; and
- for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Giving to the Hospital

Arrangements are in place with the Hospital's service providers to ensure that our funding is for public benefit. Representatives from the NHS and its service providers are invited to attend our Trustees' meetings to present new requirements and to discuss ongoing support for previously agreed items.

Gifts to the hospital by FWCH during the reporting period amounted to £35,077.

To process and follow requests received from the Hospital a procedure is in place where items are placed upon a "Wish List". The list does not constitute a legal commitment by FWCH to provide funding and is purely for consideration purposes.

At the end of the reporting period the list totalled £20,520 in value. This estimate will be subject to change as the transactions proceed.

Items where funding is no longer required or not approved are removed by mutual agreement with the Hospital.

FWCH's Reserves

Reserves are maintained at a level in excess of all known and probable obligations, taking

no account of anticipated income. As at 31 January 2025 FWCH's reserves were held on account with Lloyds Bank Plc., in current and deposit accounts.

Data Protection

FWCH's Data Protection policy is available upon request from the Trustees or by viewing online through our website.

Annual Return - The Charity Commission

The Charity Commission ("the Commission") maintains records for all registered charities on-line which may be searched for free. The information held includes financial statements and FWCH's responses to the mandatory questions to the from the Commission.

Our Annual Returns are up to date and are filed in a timely manner.

Annual General Meeting ("AGM")

In accordance with our Constitution Document the next Annual General Meeting of the members (the "Members") of FWCH is scheduled to take place on 16 May 2025 at 11.30am at Woking Community Hospital, Heathside Road, Woking GU22 7HS.

At the AGM, one third of the Trustees shall retire from office and the vacancies arising will be filled subject to agreement of the Members.

Declarations

(i) The Trustees jointly and severally 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



Stephen Maltby
Treasurer

Report to the Trustees by the Independent Examiner

I report to you, the trustees, on my examination of the accounts of The Friends of Woking Community Hospital ("the Charity"), Registered Charity No. 1178417 for the year ended 31 January 2025, including the related notes, as set out on the following five pages nos. 9-13.

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 FWCH'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 gives 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 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: 

On 4 April 2025

Peter Spreckley MA MBA

White Lodge,
Pond Road,
Woking,
Surrey
GU22 0JT

Receipts and Payments Account
For the year to 31 January 2025
(individual figures and totals are rounded separately)

			2025	2024
Receipts:	See notes		£	£
Voluntary Income	2			
Members' Subscriptions			3,439	3,604
Other Donations and Legacies			166,747	2,344
		Sub-total	170,186	5,948
Activities for Generating Funds	3			
Plant Sale			1,241	3,103
Quiz Night			1,694	1,436
Christmas Market			199	587
Charity Walk			0	215
Other			0	922
		Sub-total	3,133	6,264
Bank Interest	4		3,684	292
		Total Receipts	177,004	12,504
Payments:				
Gifts & Donations to Hospital	5		35,077	6,273
Costs of Fundraising				
Plant Sale			400	317
Quiz Night			7	249
Other			0	0
		Sub-total	406	566
Costs of Generating Voluntary Income				
Stationery, Printing & Postage			101	14
Website & Promotional Materials			196	62
Sundries			142	222
		Sub-total	439	298
Governance Expenditure				
Insurance Policy & Attend Membership			157	690
AGM - Hall Hire & Documents			162	357
Other			0	0
		Sub-total	319	1,047
		Total Payments	36,243	8,183

		Net Surplus / (Deficit)	140,761	4,320
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**Statement of Assets & Liabilities
(Balance Sheet)**

(individual figures and totals are rounded separately)

		As at:	31 January 2025 £	31 January 2024 £
Monetary Assets	See Notes			
Balances at Banks	6			
Lloyds Bank Current Account			9,373	33,785
Lloyds Bank Deposits:				
32 Day Notice			20,403	0
95 Day Notice			103,163	0
Fixed Term (mat. 29/07/2025)			80,000	0
Virgin Money Deposit Account			0	38,393
Total Monetary Assets			212,939	72,178
Monetary Liabilities	7		0	0
		Total Monetary Assets less Monetary Liabilities	212,939	72,178
Reserves	8			
Brought Forward			72,178	67,858
Surplus / (Deficit)			140,761	4,320
		Total Reserves	212,939	72,178

Notes to the Accounts for year ended 31 January 2025

1.

FWCH has prepared its accounts referring to the Guidance Notes for Charity reporting and accounting: the essentials November 2016 (updated 14 June 2023). The accounts have been prepared using the Receipts and Payments method available to those charities with gross income of less than £250,000 during the year.

Gross income was:

- Total receipts recorded in our Receipts and Payments Account of £177,004; and

Gross Spending was:

- Total payments recorded in our Receipts and Payments Account £36,243

2.

Voluntary Income consists of regular subscriptions by our Members and voluntary donations from members of the public and community groups.

During the year FWCH received a substantial legacy of £159,000 from the estate of a member who passed away during 2023 leaving her estate to local charities.

3.

Activities for Generating Funds were affected this year by the weather with income from the Christmas Stall and the Plant Sale both being adversely affected by the weather.

4

Bank Interest income increased substantially following the receipt of the legacy mentioned above. Furthermore it was calculated that we could hold less funds in our current account and take advantage of fixed rate and notice accounts to generate additional income.

Interest income was as follows:

Deposit Account Interest	2025	2024
Virgin Money	£118	£292
Lloyds 32 Day Notice	£403	£0
Lloyds 95 Day Notice	£3,163	£0
Lloyds Fixed Term	£0	£0
Total	£3,684	£292

In accordance with the basis upon which these accounts are prepared only interest payments received into our accounts are included, with no allowance made for the interest accrued on our fixed deposit account which is not payable until 29 July 2025. In the meantime interest is accruing at 4.37% p.a. (estimated gross interest at maturity £4,549.59)

5

Donations & Gifts to Hospital (including Wish List)

Donations to the Woking Community Hospital are mostly demand led by the NHS and its service providers. Whilst FWCH may agree to make specific donations for the purchase of equipment and / or provide services the timing of the actual payments may be much later and not necessarily in the same financial year.

The Trustees therefore manage this risk by ensuring that we have sufficient funds on account to meet these demands as they fall due, without anticipating income not yet received.

During the year ended 31 January 2025 total donations were £35,077 which included the following:

Description	Amount
Alexandra Ward Refurbishment	£30,000
Therapy materials / services & newspapers	£900
Garden Furniture & Repairs	£674
Ward Christmas Party Funding	£526
Replacement Xmas Trees	£2,977
Total	£35,077

The "Wish List" for goods and services prepared by FWCH with input from the NHS and its providers currently totals **£20,520 for 2025/6**.

Description	Amount
Bradley Ward Refurbishment	£10,000
Therapy material / services & newspapers	£3,320
Ward Christmas Party Funding	£700
Portering Chairs	£6,500
Total	£20,520*

	*Items on the Wish List may be amended, removed or added to at short notice subject to FWCH's Trustees' approval.
6	Balances at Banks FWCH holds its reserves by way of cash deposits with its nominated bank service providers. As at 31 January 2025 all funds were held with Lloyds Bank plc its main bank.
7	Monetary Liabilities FWCH has no current monetary liabilities. FWCH has agreed to make a donation for the Portering Chairs on the Wish List upon delivery. Other items on the "Wish List" are not committed items and represent anticipated requests for donations from the NHS and its service providers.
8	Reserves Other than the bank deposits FWCH has no other tangible assets.