

Charity number: 209182

The Friends Of Hammersmith Hospital
Trustees' report and financial statements
for the year ended 31 March 2021

The Friends Of Hammersmith Hospital

Contents

	Page
Legal and administrative information	1
Trustees annual report	2 - 6
Independent examiners' report	7
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10 - 16

The Friends Of Hammersmith Hospital

Legal and administrative information

Charity registration number	209182
Business address	Hammersmith Hospital Du Cane Road London W12 0HS
Registered office	Hammersmith Hospital Du Cane Road London W12 0HS
Patron	Professor Lord Winston D.Sc., FMedSci., F.R.C.O.G., F.R.C.P.
President	Professor P. Punjabi F.C.C.P.
Vice- presidents	Professor V Papalois F.R.C.P. Professor C Fotopoulou
Chair	Miss. A Smith
Executive committee	Mrs. H. Grewal Mrs. G. Hunt Mrs. M. Kearney Ms. H. Melmoth Mrs. D. Oldfield Ms. S.Pavlik Ms.J. Sweid OBE Mrs.K. Taylor- FREI
Administrator	Mrs. U.Jefferies
Emeritus president	Professor K. M. Taylor F.R.C.S.
Accountants	Leftley Rowe and Company Second Floor 87 Kenton Road Harrow Middlesex HA3 0AH
Bankers	National Westminster Bank Plc 1 Abbey Road London NW10 7RA

The Friends Of Hammersmith Hospital

Report of the Trustees for the year ended 31 March 2021

The Trustees present their report and the financial statements for the year ended 31 March 2021. The Trustees who served during the year and up to the date of this report are set out on page 1.

Charitable objects

The aims of the charity are to meet any requests for funding received from Hammersmith Hospital that are not likely to be funded through the NHS. This includes equipment for research, requests for equipment beneficial to patients and staff, and items to improve patient and staff amenities.

Structure, governance and management

Organisational structure

The charity is an association affiliated to Attend (formerly the National Association of Hospital and Community Friends). Its governing body is the Executive Committee which consists of a President, two Vice Presidents and ten members. There is also a Patron, and one salaried full-time Administrator who is supported by a group of 18 volunteers.

Aside from the President, the Committee members are elected annually and stand down after three years but are eligible for re-election, with the exception of the retiring Chairman who shall be an ex-officio member of the Executive Committee for one year. The Chairman and Vice Chairman are elected at the first Executive Committee meeting after the Annual General Meeting and can serve for three years .

The Committee meets approximately six times a year but the members are always in close contact, as many of them work as volunteers in the shop at least once a week or more. Extra meetings can be called when necessary.

Governance and internal control

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Nature of the governing document

When the Friends of Hammersmith Hospital was founded in 1950 a set of 14 rules were set up. These rules are still adhered to today. A book of rules is available from our office.

The Friends Of Hammersmith Hospital

Report of the Trustees for the year ended 31 March 2021

Risk management

The Trustees have a risk management strategy, which is reviewed annually to discuss any risks the charity may face. This procedure is to minimise any risk and to identify and implement new procedures to lessen any potential impact on the charity.

Following numerous spates of theft from our shops, the Trustees felt it necessary to update our security systems and install CCTV in our main gift shop, which has minimized our losses and proven to be a valuable asset to both our volunteers and our stock.

With the numerous charities looking for support and the current economic climate we are having an impact on our fund raising, it was necessary to raise our profile and improve awareness of the activities of the Friends. We are currently joining more social media platforms to enable us to reach a wider audience. Our website www.friendsofhammersmithhospital.org.uk has increased activity and enabled our supporters to donate via our website, which are made through justgiving.com.

Other ways to donate and give support to the Friends are through the Charities Aid Foundation (CAF), Love2Donate, Give as you Live, Paypal giving fund and Charities Trust. Members shopping through Amazon Smile can link their purchases to the Friends and a percentage of the sales will be awarded to the Friends.

Concerns regarding our ageing members and the members of the Executive Committee continue to be an area on which the Trustees have agreed needs to be addressed. Also the problem of recruiting new volunteers became a big issue in the last few years. To combat the issue of recruiting younger volunteers we are now working more closely with the Imperial Healthcare Voluntary Services who have introduced a Youth Volunteering Programme, 16 -21 year olds, to help all charities involved with the Imperial Healthcare Trust. These volunteers are needed to secure the future activities of the Friends.

Employment policy

New Trustees are appointed from members of the Friends of Hammersmith Hospital.

The Friends Of Hammersmith Hospital

Report of the Trustees for the year ended 31 March 2021

Review of activities and achievements

We are entirely self supporting and the charity is adequately funded for the foreseeable future and able to meet whatever requests the Trustees feel suitable for our support.

Our income comes from membership fees, donations, legacies and goods sold in our shops. We sell a large range of goods in our gift shop, charity sale room and we also have a flower shop.

Apart from the normal requests, we also adopt a special Annual Project and money is raised specifically for this item. Due to Covid 19 restrictions we were unable to arrange a project this year.

The Annual Project is usually funded by goods donated for sale, monetary donations, book sales and by holding sales in our charity sales room. We also allocate the proceeds from the Grand Raffle which usually takes place in November but due to Covid 19 was also cancelled last year.

Summary of the projects funded as shown in note 6 of the accounts during the year were:

£13,125 - Endoscopic Vein Harvesting Kits, Professor Punjabi, Cardiothoracic Surgery.

£5,000 -Contribution towards cost of £16,000 to purchase of Hypoxic Chamber and other supporting apparatus. Professor Justin Mason, Cardiovascular Division NHLI.

£1,419 - Solenoid valve switch and computer workstation to complete the setup of a novel flow-rig system for Dr. Katharine Lodge, Vascular Science.

Total £19,544

Annual Project - There was no Annual Project this year.

All of our fundraising depends on the help from our many volunteers. On a daily basis there are always at least two volunteers in our gift shop, two in our flower shop and usually two at our second hand salesroom, which opens three mornings a week. Since March 17th 2020 the Imperial College Healthcare NHS Trust have not permitted any Friends' volunteers on site.

This year unfortunately due to Covid-19, we have not been able to hold our Derby Draw and Grand Raffle, which raise money for general funds. Hopefully next year, we will conduct these as usual, with all members being circulated three times a year and the tickets for the Derby Draw and the Grand Raffle being sent out with our appeal letters and information updates.

The Annual Report is usually sent out in May/Early June with the Annual General Meeting invitation. Unfortunately this year with the restrictions in place due to Covid-19, the Annual Report has been delayed and sent out to members in August with the invitation to the virtual AGM being held on Zoom teleconference meeting in early September.

The Friends Of Hammersmith Hospital

Report of the Trustees for the year ended 31 March 2021

Financial Review

Reserves policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately three years' net unrestricted expenditure. This provides sufficient funds to cover management, administration and support costs. Unrestricted funds were maintained at this level throughout the year. The level of unrestricted funds is £537,566 (2020: £456,525).

The level of restricted funds is £96,241 (2020: £95,436) this relates to a large legacy received in 2008 in the name of Miss Maureen Miles. Under the terms of the bequest this fund is restricted for use in the Cardiology Department and Cardiac Surgery. The Trustees continue to consider the most effective application of these funds, and award them accordingly.

Investment powers, policy and performance

Under the rules of the Friends of Hammersmith Hospital, the charity has the power to invest in any way the Trustees wish.

Segregation of assets

The main body of income is held in our investment fund, Close Brothers Asset Management. The Friends have four portfolios invested within Close Brothers. Firstly our general fund account and secondly a restricted fund, The Maureen Miles fund, which is for the use of purchasing equipment for the Cardiology Department and Cardiac Surgery. We also have funds still available in a non-restricted fund which was set up in 2017 from a legacy received in memory of Terence and Jean Ridgley. In 2019 we opened a new investment arising from a legacy from Miss Margaret Bunce, an investment also placed in our Close Brothers Asset Management portfolio.

Grant making policy

All requests are put before the Executive Committee after confirmation that the NHS Trust has been approached and proof that funding is not available from them. We now have established close links with the Imperial College Healthcare Charity and are able to check with them whether applicants would also have access to funds within their departments, such as research or discretionary funds, for which they could apply instead of to the Friends of Hammersmith Hospital. If it is reported to us by the ICHC that there are departmental funds for which they could apply, then we refer the applicants to the holders of these funds before agreeing to consider funding their application. If approval is given, funds are made available immediately. In other cases, the applicant is invited to put their case personally to the Committee, prior to a funding decision being made.

The Friends Of Hammersmith Hospital

Report of the Trustees for the year ended 31 March 2021

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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 and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with section 130 of the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 21st September 2021 and signed on its behalf by:

A Smith (Chair)

J Sweid (Trustee)

The Friends Of Hammersmith Hospital

Independent examiner's report to the Trustees on the unaudited financial statements of The Friends Of Hammersmith Hospital.

I report to the charity trustees on my examination of the financial statements of The Friends Of Hammersmith Hospital for the year ended 31 March 2021 set out on pages 8 to 16.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 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 which gives me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- 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'.

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 financial statements to be reached.

Christopher Andrews ACA
Independent examiner

Leftley Rowe and Company
Chartered Accountants and Statutory Auditors
Second Floor
87 Kenton Road
Harrow
Middlesex
HA3 0AH

21st September 2021

The Friends Of Hammersmith Hospital

Statement of financial activities

For the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Income and endowments from:					
Donations and legacies	2	32,738	-	32,738	47,239
Charitable activities	3	5,373	2,523	7,896	57,143
Income from investments	4	8,716	1,587	10,303	18,594
Other incoming resources	5	10,000	-	10,000	-
Total income		<u>56,827</u>	<u>4,110</u>	<u>60,937</u>	<u>122,976</u>
Expenditure on:					
Raising funds					
Cost of goods sold and other costs	6	5,229	-	5,229	24,023
Expenditure on charitable activities	7, 8	19,544	-	19,544	17,950
Support costs	9	71,099	1,371	72,470	57,426
Total expenditure		<u>95,872</u>	<u>1,371</u>	<u>97,243</u>	<u>99,399</u>
Net income/(expenditure) before transfers and gains and losses on investments		(39,045)	2,739	(36,306)	23,577
Transfer between funds		-	(18,140)	(18,140)	-
Transfer between funds		18,140	-	18,140	-
Movement in market value of investment portfolio		101,946	16,206	118,152	(29,831)
Net movement in funds		<u>81,041</u>	<u>805</u>	<u>81,846</u>	<u>(6,254)</u>
Reconciliation of funds:					
Total funds brought forward		456,525	95,436	551,961	558,215
Total funds carried forward		<u>537,566</u>	<u>96,241</u>	<u>633,807</u>	<u>551,961</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 10 to 16 form an integral part of these financial statements.

The Friends Of Hammersmith Hospital

Balance sheet as at 31 March 2021

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible fixed assets	12		231		289
Fixed asset investments	13		620,369		515,502
			<u>620,600</u>		<u>515,791</u>
Current assets					
Stock		5,504		7,522	
Debtors	14	1,230		1,140	
Bank and cash		25,057		35,976	
		<u>31,791</u>		<u>44,638</u>	
Creditors: amounts falling due within one year	15	(18,584)		(8,468)	
Net current assets			<u>13,207</u>		<u>36,170</u>
Net assets			<u>633,807</u>		<u>551,961</u>
Funds	16				
Restricted income funds			96,241		95,436
Unrestricted income funds			537,566		456,525
Total funds			<u>633,807</u>		<u>551,961</u>

The financial statements were approved by the Trustees on 21 September 2021 and signed on its behalf by

A. Smith (Chair)

J. Sweid (Trustee)

The notes on pages 10 to 16 form an integral part of these financial statements.

The Friends Of Hammersmith Hospital

Notes to the financial statements for the year ended 31 March 2021

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of preparation

The financial statements have been prepared in accordance with Accounting and reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Friends Of Hammersmith Hospital meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

1.2. Cashflow

The charity has taken advantage of the exemption from the requirement to produce a cashflow statement because it is a small charity.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donations and legacies income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Gifts donated for resale are included as income when they are sold. Donated assets are included at the value to the charity where this can be quantified and a third party is bearing the cost. The value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Income from the charity shop is included in the year in which it is receivable.

Income from investments is included in the year in which it is receivable.

Legacies are included when the charity is advised by the personal representative of an estate that payment will be made or property transferred and the amount involved can be quantified.

Subscriptions are included in the year in which they are received.

The Friends Of Hammersmith Hospital

Notes to the financial statements for the year ended 31 March 2021

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Resources expended are recognised in the year in which they are incurred.

Fund raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	-	20% per annum reducing balance
Shop fittings	-	20% per annum reducing balance

1.6. Investments

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the statement of financial activities.

1.7. Stock

Stock is valued at the lower of cost and net realisable value.

2. Donations and legacies

	Unrestricted funds £	2021 Total £	2020 Total £
Donations	15,430	15,430	16,485
Legacies	17,178	17,178	30,319
Subscriptions	130	130	435
	<u>32,738</u>	<u>32,738</u>	<u>47,239</u>

3. Charitable activities

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Shop income	5,373	-	5,373	35,936
Annual project	-	2,523	2,523	20,742
Derby draw	-	-	-	465
	<u>5,373</u>	<u>2,523</u>	<u>7,896</u>	<u>57,143</u>

The Friends Of Hammersmith Hospital

Notes to the financial statements for the year ended 31 March 2021

4. Income from investments

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Income from UK listed investments	8,716	1,587	10,303	18,594
	<u>8,716</u>	<u>1,587</u>	<u>10,303</u>	<u>18,594</u>

5. Other incoming resources

	Unrestricted funds £	2021 Total £	2020 Total £
Covid-19 support grant	10,000	10,000	-
	<u>10,000</u>	<u>10,000</u>	<u>-</u>

6. Fundraising trading

	Unrestricted funds £	2021 Total £	2020 Total £
Shop costs	5,229	5,229	24,023
	<u>5,229</u>	<u>5,229</u>	<u>24,023</u>

7. Expenditure on charitable activities - by fund type

	Unrestricted funds £	2021 Total £	2020 Total £
Annual Project	-	-	5,000
Crit-line machine for renal department	-	-	2,950
Cell Atlas Research project	-	-	10,000
Endoscopic vein harvesting kits	13,125	13,125	-
Contribution towards Hypoxic chamber	5,000	5,000	-
Solenoid valve switch and computer workstation	1,419	1,419	-
	<u>19,544</u>	<u>19,544</u>	<u>17,950</u>

The Friends Of Hammersmith Hospital

Notes to the financial statements for the year ended 31 March 2021

8. Expenditure on charitable activities - by activity

	2021 Total £	2020 Total £
Annual Project	-	5,000
Crit- line machine for renal department	-	2,950
Cell Atlas Research project	-	10,000
Endoscopic vein harvesting kits	13,125	-
Contribution towards Hypoxic chamber	5,000	-
Solenoid valve switch and computer workstation	1,419	-
	<u>19,544</u>	<u>17,950</u>

9. Analysis of support costs

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
NHS recharges (including staff costs)	59,947	-	59,947	42,295
Rates and water	-	-	-	801
Insurance	614	-	614	585
Accountancy and bookkeeping fees	1,988	-	1,988	1,704
Legal and professional fees	6,700	1,371	8,071	8,061
Sundry expenses	746	-	746	990
Security	-	-	-	1,500
Printing, postage and stationery	575	-	575	890
Depreciation	58	-	58	72
Bank charges	471	-	471	528
	<u>71,099</u>	<u>1,371</u>	<u>72,470</u>	<u>57,426</u>

The Friends Of Hammersmith Hospital

Notes to the financial statements for the year ended 31 March 2021

10. Employees

Employment costs	2021	2020
	£	£
NHS recharges (including wages and salaries)	59,947	42,295

A salary has been paid to one employee during the year by the NHS (2020: one) and the Friends of Hammersmith Hospital pay a monthly charge to the NHS trust.

No salaries or wages have been paid to the trustees during the year.

Number of employees

The average monthly numbers of employees (including the Trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2021	2020
	Number	Number
Employee	1	1

11. Taxation

The charity's activities fall within the exemptions afforded by the provisions of Part 10 Income Tax Act 2007 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. Accordingly, there is no taxation charge in these accounts.

12. Tangible fixed assets

	Fixtures, fittings and equipment	Shop fittings	Total
	£	£	£
Cost			
At 1 April 2020	3,443	19,140	22,583
At 31 March 2021	3,443	19,140	22,583
Depreciation			
At 1 April 2020	3,377	18,917	22,294
Charge for the year	13	45	58
At 31 March 2021	3,390	18,962	22,352
Net book values			
At 31 March 2021	53	178	231
At 31 March 2020	66	223	289

The Friends Of Hammersmith Hospital

Notes to the financial statements for the year ended 31 March 2021

13. Fixed asset investments

	Listed investments £	Total £
Market value		
At 1 April 2020	515,502	515,502
Movement	104,867	104,867
At 31 March 2021	<u>620,369</u>	<u>620,369</u>

All fixed asset investments are held within the United Kingdom.

14. Debtors

	2021 £	2020 £
Other debtors	673	583
Prepayments	557	557
	<u>1,230</u>	<u>1,140</u>

15. Creditors: amounts falling due within one year

	2021 £	2020 £
Taxes and social security creditor	-	667
Accruals and deferred income	18,584	7,801
	<u>18,584</u>	<u>8,468</u>

16. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2021 as represented by:			
Tangible fixed assets	231	-	231
Fixed asset investments	524,128	96,241	620,369
Current assets	31,791	-	31,791
Current liabilities	(18,584)	-	(18,584)
	<u>537,566</u>	<u>96,241</u>	<u>633,807</u>

The Friends Of Hammersmith Hospital

Notes to the financial statements for the year ended 31 March 2021

17. Unrestricted funds	At 01 April 2020 £	Incoming resources £	Outgoing resources £	Transfers £	Movement £	At 31 March 2021 £
General fund	456,525	56,827	(95,872)	18,140	101,946	537,566

Purposes of unrestricted funds

The purpose of the funds are to try and meet any requests for funding received from Hammersmith Hospital staff which are not likely to be funded through the NHS.

18. Restricted funds	At 01 April 2020 £	Incoming resources £	Outgoing resources £	Transfers £	Movement £	At 31 March 2021 £
Maureen Miles Legacy	79,819	1,587	(1,371)	-	16,206	96,241
Annual project	15,617	2,523		(18,140)	-	-
	95,436	4,110	(1,371)	(18,140)	16,206	96,241

Purposes of restricted funds

Maureen Miles Legacy

The Maureen Miles Legacy fund is restricted for use in the Cardiology Department and Cardiac Surgery. The trustees are still considering the most effective application of the funds.

Annual project

The annual project aims to raise funds to finance a specific item every year. This year there was no annual project due to Covid 19 restrictions.