

**Charity number: 209182**

**The Friends Of Hammersmith Hospital**  
**Trustees' report and financial statements**  
**for the year ended 31 March 2023**

# **The Friends Of Hammersmith Hospital**

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# **The Friends Of Hammersmith Hospital**

## **Legal and administrative information**

<b>Charity registration number</b>	209182	
<b>Business address</b>	Hammersmith Hospital Du Cane Road London W12 0HS	
<b>Registered office</b>	Hammersmith Hospital Du Cane Road London W12 0HS	
<b>Patron</b>	Professor Lord Winston F.R.C.O.G., F.R.C.P.	
<b>President</b>	Professor P. Punjabi F.C.C.S.	
<b>Vice- presidents</b>	Professor V Papalois F.R.C.S. Professor C Fotopoulou F.R.C.S.	
<b>Chair</b>	Miss. A Smith	
<b>Executive committee</b>	Mrs. H. Grewal Mrs. M. Kearney Mrs. D. Oldfield Ms. S.Pavlik Ms.J. Sweid OBE Vicar J Westall	(retired 2022)
<b>Administrator</b>	Mrs. U.Jefferies	
<b>Emeritus president</b>	Professor K. M. Taylor F.R.C.S.	
<b>Accountants</b>	Leftley Rowe & Company Second Floor 87 Kenton Road Harrow Middlesex HA3 0AH	
<b>Bankers</b>	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 2023**

The Trustees present their report and the financial statements for the year ended 31 March 2023. 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 2023**

#### **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 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](http://www.friendsofhammersmithhospital.org.uk) has increased activity and enabled our supporters to donate directly via a link to [justgiving.com](http://justgiving.com).

Other ways to donate and give support to the Friends are through Just Giving (link on our website), the Charities Aid Foundation (CAF), Love2Donate, Give as you Live, Paypal giving fund and Charities Trust.

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 College 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 2023**

### **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.

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.

Summary of the projects funded as shown in note 7 of the accounts during the year were:

Patient and Staff Amenities

2 Foetal Monitors for the birthing Suite and Labour Ward - £13,696

Peritoneal Dialysis fund - £1,095

Annual Project 2022 Machine Perfusion for the Renal Unit - £28,000

All of our fundraising depends on the help from our many volunteers. On a daily basis there are usually at least two volunteers in our gift shop and one at our second-hand salesroom, which opens five days a week. We currently have five volunteers returned and three new volunteers. Sadly due to age and restrictions many of our twenty two previous volunteers felt they were unable to return to duties following the Covid-19 pandemic.

This year unfortunately due to lack of volunteers 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 was sent out in August with the Annual General Meeting invitation. This year the AGM will be held in the Willow Suite, W12 Conference Centre, Hammersmith Hospital on 5 October 2023.

### **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 at 31 March 2023 is £451,621 (2022: £556,649).

The level of restricted funds is £89,052 at 31 March 2023 (2022: £101,795); 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.

# **The Friends Of Hammersmith Hospital**

## **Report of the Trustees for the year ended 31 March 2023**

### **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.

### **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 5 October 2023 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 2023 set out on pages 6 to 14.

#### **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 & Company**  
**Chartered Accountants and Statutory Auditors**  
**Second Floor**  
**87 Kenton Road**  
**Harrow**  
**Middlesex**  
**HA3 0AH**

**5 October 2023**



# The Friends Of Hammersmith Hospital

## Statement of financial activities

For the year ended 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
<b>Income and endowments from:</b>					
Donations and legacies	2	42,892	-	42,892	22,034
Charitable activities	3	17,532	4,722	22,254	11,059
Income from investments	4	8,990	1,983	10,973	9,081
Other incoming resources	5	-	-	-	1,084
<b>Total income</b>		<u>69,414</u>	<u>6,705</u>	<u>76,119</u>	<u>43,258</u>
<b>Expenditure on:</b>					
Raising funds					
Cost of goods sold and other costs	6	357	-	357	269
Expenditure on charitable activities	7	14,791	28,000	42,791	(1,419)
Support costs	8	66,822	1,425	68,247	71,681
<b>Total expenditure</b>		<u>81,970</u>	<u>29,425</u>	<u>111,395</u>	<u>70,531</u>
<b>Net income/(expenditure) before transfers and gains and losses on investments</b>		(12,556)	(22,720)	(35,276)	(27,273)
Transfer between funds		-	21,042	21,042	(3,508)
Transfer between funds		(21,042)	-	(21,042)	3,508
Movement in market value of investment portfolio		(71,430)	(11,065)	(82,495)	51,910
<b>Net movement in funds</b>		<u>(105,028)</u>	<u>(12,743)</u>	<u>(117,771)</u>	<u>24,637</u>
<b>Reconciliation of funds:</b>					
Total funds brought forward		556,649	101,795	658,444	633,807
<b>Total funds carried forward</b>		<u>451,621</u>	<u>89,052</u>	<u>540,673</u>	<u>658,444</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 9 to 14 form an integral part of these financial statements.

# The Friends Of Hammersmith Hospital

## Balance sheet as at 31 March 2023

	Notes	£	2023	£	£	2022	£
<b>Fixed assets</b>							
Tangible fixed assets	11		-			-	
Fixed asset investments	12		490,216			615,815	
			<u>490,216</u>			<u>615,815</u>	
<b>Current assets</b>							
Stock		4,878			5,234		
Debtors	13	1,304			877		
Bank and cash		71,445			72,337		
		<u>77,627</u>			<u>78,448</u>		
<b>Creditors: amounts falling due within one year</b>	14	(27,170)			(35,819)		
<b>Net current assets</b>			50,457			42,629	
<b>Net assets</b>			<u>540,673</u>			<u>658,444</u>	
<b>Funds</b>	15						
Restricted income funds			89,052			101,795	
Unrestricted income funds			451,621			556,649	
<b>Total funds</b>			<u>540,673</u>			<u>658,444</u>	

The financial statements were approved by the Trustees on 5 October 2023 and signed on its behalf by

A. Smith (Chair)

J. Sweid (Trustee)

The notes on pages 9 to 14 form an integral part of these financial statements.

# **The Friends Of Hammersmith Hospital**

## **Notes to the financial statements for the year ended 31 March 2023**

### **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 2023

### 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 £	2023 Total £	2022 Total £
Donations	17,762	17,762	13,004
Legacies	25,000	25,000	9,000
Subscriptions	130	130	30
	<u>42,892</u>	<u>42,892</u>	<u>22,034</u>

## 3. Charitable activities

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Shop income	5,905	-	5,905	2,197
Annual project	11,627	4,722	16,349	8,862
	<u>17,532</u>	<u>4,722</u>	<u>22,254</u>	<u>11,059</u>

# The Friends Of Hammersmith Hospital

## Notes to the financial statements for the year ended 31 March 2023

### 4. Income from investments

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Income from interest and UK listed investments	8,990	1,983	10,973	9,081
	<u>8,990</u>	<u>1,983</u>	<u>10,973</u>	<u>9,081</u>

### 5. Other incoming resources

	2023 Total £	2022 Total £
Banking receipt	-	1,084
	<u>-</u>	<u>1,084</u>

### 6. Fundraising trading

	Unrestricted funds £	2023 Total £	2022 Total £
Shop costs	357	357	269
	<u>357</u>	<u>357</u>	<u>269</u>

### 7. Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Machine Perfusion for renal unit	-	28,000	28,000	-
Foetal monitors for birthing suite and labour ward	13,696	-	13,696	-
Peritoneal dialysis fund	1,095	-	1,095	-
Solenoid valve switch and computer workstation	-	-	-	(1,419)
	<u>14,791</u>	<u>28,000</u>	<u>42,791</u>	<u>(1,419)</u>

# The Friends Of Hammersmith Hospital

## Notes to the financial statements for the year ended 31 March 2023

### 8. Analysis of support costs

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
NHS recharges (including staff costs)	55,490	-	55,490	57,902
Rates and water	(323)	-	(323)	-
Insurance	557	-	557	645
Accountancy and bookkeeping fees	1,846	-	1,846	1,704
Legal and professional fees	6,424	1,425	7,849	8,748
Sundry expenses	1,208	-	1,208	1,114
Printing, postage and stationery	773	-	773	780
Depreciation	-	-	-	231
Bank charges	847	-	847	557
	<u>66,822</u>	<u>1,425</u>	<u>68,247</u>	<u>71,681</u>

### 9. Employees

Employment costs	2023 £	2022 £
NHS recharges (including wages and salaries)	<u>55,490</u>	<u>57,902</u>

A salary has been paid to one employee during the year by the NHS (2022: 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:

	2023 Number	2022 Number
Administrator	<u>1</u>	<u>1</u>

### 10. 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.

# The Friends Of Hammersmith Hospital

## Notes to the financial statements for the year ended 31 March 2023

<b>11. Tangible fixed assets</b>	<b>Fixtures, fittings and equipment £</b>	<b>Shop fittings £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2022	3,443	19,140	22,583
At 31 March 2023	3,443	19,140	22,583
<b>Depreciation</b>			
At 1 April 2022	3,443	19,140	22,583
At 31 March 2023	3,443	19,140	22,583
<b>Net book values</b>			
At 31 March 2023	-	-	-
At 31 March 2022	-	-	-
<b>12. Fixed asset investments</b>		<b>Listed investments £</b>	<b>Total £</b>
<b>Market value</b>			
At 1 April 2022		615,815	615,815
Movement		(125,599)	(125,599)
At 31 March 2023		490,216	490,216
All fixed asset investments are held within the United Kingdom.			
<b>13. Debtors</b>		<b>2023 £</b>	<b>2022 £</b>
Other debtors		614	320
Prepayments		690	557
		1,304	877
<b>14. Creditors: amounts falling due within one year</b>		<b>2023 £</b>	<b>2022 £</b>
Taxes and social security creditor		377	151
Accruals and deferred income		26,793	35,668
		27,170	35,819

# The Friends Of Hammersmith Hospital

## Notes to the financial statements for the year ended 31 March 2023

### 15. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2023 as represented by:			
Tangible fixed assets	-	-	-
Fixed asset investments	401,164	89,052	490,216
Current assets	77,627	-	77,627
Current liabilities	(27,170)	-	(27,170)
	<u>451,621</u>	<u>89,052</u>	<u>540,673</u>

### 16. Unrestricted funds

	At 01 April 2022 £	Incoming resources £	Outgoing resources £	Transfers £	Movement £	At 31 March 2023 £
General fund	<u>556,649</u>	<u>69,414</u>	<u>(81,970)</u>	<u>(21,042)</u>	<u>(71,430)</u>	<u>451,621</u>

#### 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.

### 17. Restricted funds

	At 01 April 2022 £	Incoming resources £	Outgoing resources £	Transfers £	Movement £	At 31 March 2023 £
Maureen Miles Legacy	101,795	1,983	(1,425)	(2,236)	(11,065)	89,052
Annual project	-	4,722	(28,000)	23,278	-	-
	<u>101,795</u>	<u>6,705</u>	<u>(29,425)</u>	<u>21,042</u>	<u>(11,065)</u>	<u>89,052</u>

#### 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 expenditure of £28,000 for Machine Perfusion for the the Renal Unit.