

# THE FRIENDS OF ORPINGTON HOSPITAL

England & Wales · Charity number 214935

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1963-04-02

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 26 Darrick Wood Road  
Orpington  
BR6 8AW

**Phone** 01689826837

**Email** [baird1@virginmedia.com](mailto:baird1@virginmedia.com)

## Activities

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**Objects:** TO MOBILISE, ENCOURAGE, FOSTER AND MAINTAIN THE INTEREST OF THE PUBLIC IN THE PATIENTS AND THE SUPPORT OF THE WORK OF ORPINGTON HOSPITAL BY MEANS OF VOLUNTARY SERVICE.

**Activities:** The charity runs a shop and tea bar at Orpington Hospital.

## Classification

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- **How:** Makes Grants To Organisations, Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** People With Disabilities, The General Public/mankind

## Geography

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- Bromley

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£216,437	£131,606	-	-
2024-03-31	£132,901	£69,237	-	-
2023-03-31	£59,943	£84,955	-	-
2022-03-31	£85,347	£75,595	-	-
2021-03-31	£10,916	£16,538	-	-

## Trustees

Name	Role	Appointed
<b>MR KEN EVANS</b>	Chair	
CHRISTOPHER MARK NASH		2014-06-05
Catherine Fisk		2021-10-26
Jean Mander		2016-11-09
<b>ROBERT STEWART MCGLASHAN BAIRD</b>		
Ziya Yusuf		2016-11-09

**THE FRIENDS OF ORPINGTON HOSPITAL**

England & Wales - Charity number 214935

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# Accounts

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**Registered Charity Number: 214935**

**FRIENDS OF ORPINGTON HOSPITAL**

**ANNUAL TRUSTEES REPORT AND ACCOUNTS  
YEAR ENDED 31 MARCH 2025**

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**Office and contact**

c/o Shop and Refreshment Bar  
At Orpington Hospital  
Sevenoaks Road  
Orpington  
Kent

# FRIENDS OF ORPINGTON HOSPITAL

## LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2025

### Name and Nature of Charity

The full name of the charity is The Friends of Orpington Hospital. It is a charity governed by a constitution agreed by members at a general meeting and is registered with the Charity Commissioners for England and Wales. The charity registration number is 214935.

### Charity Trustees and Other Officers

The Trustees of the charity are members elected to a committee at an annual general meeting. One third of the members retire annually but are eligible for re-election. Officers are elected by the committee members. In 2024/25 the officers were:

#### Trustees

Mr K Evans	-	Chairman and Treasurer of the Shop
Mr R S M Baird	-	Treasurer
Mr C Nash	-	Hospital Grants
Mrs K Fisk	-	Responsible for the Shop
Mrs J Mander	-	Refreshment Bar
Mr Z Yusuf	-	Hospital Events
Mrs C Millard	-	Refreshment Bar

#### Member of the Committee

Mrs J Sturgess	-	Committee Secretary
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Mr Nick Bartle and Mr Peter Bartle are responsible for purchasing and stocking of the Refreshment Bar and the Shop.

The Chairman, through the Committee, is responsible for the overall running of the Charity. The other Trustees or Committee members are responsible for the day to day running of their respective activity.

**FRIENDS OF ORPINGTON HOSPITAL**  
**LEGAL AND ADMINISTRATIVE INFORMATION**  
**YEAR ENDED 31 MARCH 2025**  
(Continued)

**Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The trustees have adopted provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. 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 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the trust deed. 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.

**Advisers**

**Bankers.** Lloyds Bank Plc., 177 High Street, Orpington, BR6 0LJ

**Accountants** Affinia (previously known as Baxter & Co.)  
Lynwood House, Crofton Road, Orpington, Kent BR6 8QE

**Insurers** Royal and Sun Alliance, Chart Way, Horsham, West Sussex RH12 1XL

**FRIENDS OF ORPINGTON HOSPITAL**  
**ANNUAL REPORT OF THE TRUSTEES**

**1. Objects and Policies**

**1.1 Objectives for the public benefit**

The principal objects and purpose of the Friends, as set out in the constitution, are:

- (i) to mobilise, encourage, foster and maintain the interest of the public in the patients and staff, and the support of the work of the Hospital, by means of voluntary service;
- (ii) to provide funds for the purpose of supplementing, for the public benefit, the resources of the Hospital Service;
- (iii) to recruit and assist in the recruitment of voluntary workers in and for the Hospital;
- (iv) to provide a link between the Hospital and the community which it serves.

The trustees confirm that they have referred to the guidance contained in the charity commission's general guidance on public benefit when reviewing the charity's aims and objectives.

**1.2 Policies**

The policies adopted to achieve the objects comprise:

- (i) the operation of a Shop and Refreshment Bar within the hospital for the public benefit of patients, visitors and staff;
- (ii) presentations to community groups about the work undertaken by the Friends;
- (iii) the raising of funds through subscriptions, donations, legacies and fund-raising events and also through the trading activities of the Shop and Refreshment Bar.

**1.3 Risk**

The trustees annually review the risks that the charity faces. The financial assets of the Friends are held in current and deposit accounts with reputable banks and other such institutions. There are also minor areas of risk relating to our volunteers working in the Refreshment Bar and Shop which have been covered by procedures and insurance. During the year, insurance was provided by the Royal and Sun Alliance arranged through Attend (formerly the National Association of Hospital and Community Friends).

## **FRIENDS OF ORPINGTON HOSPITAL**

### **ANNUAL REPORT OF THE TRUSTEES**

(Continued)

#### **2. Organisation**

There are two parts to the organisation. The first is the Main Charitable Activity managed by the elected committee who are concerned mainly with the charitable activities and links with the community. The second is the trading activities of the Shop and the Refreshment Bar. Because our suppliers cannot split their invoices between the two services, we have therefore had to combine the trading results although we will continue to show the sales of each activity separately. All the Trustees and Committee members concerned with running the Shop, Refreshment Bar and Main Charitable Activity are volunteers.

#### **3. Review of 2024/25**

##### **3.1 The future**

The Shop and Refreshment Bar traded very successfully for the year and play a much appreciated part in Hospital life for patients, staff and visitors. The Friends have considerable funds and are pressing the Hospital management for proposals to improve the facilities. The Trustees are confident that the Friends will continue to play an important role for the benefit of patients, staff and visitors.

##### **3.2 Trustees and Committee**

I would like to thank the Trustees and Committee members for their hard work and dedication over the past year. Those members running the Shop and Refreshment Bar deserve great praise for continuing to provide this valuable resource to staff, patients and visitors. During the year, they and their band of hard working volunteers made a surplus of £40,136 which will be used for projects to benefit the Hospital.

We continue to develop excellent relationships with the Hospital in general, and with all wards.

In conclusion I feel the future of the Friends is sound and our volunteers continue to rise to every challenge thrown at them. I reiterate my sincere thanks to all for all their hard work.

**FRIENDS OF ORPINGTON HOSPITAL**  
**ANNUAL REPORT OF THE TRUSTEES**  
(Continued)

**3.3 Charitable Activities**

Procedures, agreed with the Hospital, provide for the submission of sufficient details of proposals for financial assistance for projects to enable the Trustees, when considering the proposals, to fulfil their obligations to act prudently and lawfully, in accordance with the constitution.

In this year we have funded a total of £59,119 mainly on refurbishing and providing new chairs for the waiting areas for Bloods, Out-patients and X-Ray.

In discussion with Ward Managers and other staff, it became clear that there was a need for a simple procedure for staff to request small non-medical items, for example in the Rehabilitation Wards they need games to stimulate the patients. We have therefore introduced a Discretionary Fund where small items can be purchased or grants made without going through the more rigorous procedures necessary for larger proposals. This Discretionary Fund has proved to be very popular with the Staff allowing them to provide a kinder service to the patients for example by arranging small parties to celebrate events such as Christmas and Easter.

**3.4 Trading Activities**

Both the Shop and the Refreshment Bar had very successful trading years. The Shop made sales of £49,518, considerably more than the previous year. The Refreshment Bar achieved sales of £60,385 also considerably more than last year. Both are manned by our hard working volunteers who turn up day after day to provide this much appreciated service to the Hospital community, whether patients, staff or visitors. Our volunteers deserve a great deal of praise and thanks.

The trading surplus made by both the Shop and the Refreshment Bar amounted to £40,136 all of which will go into the Friends' funds for the benefit of patients, staff and visitors.

## **FRIENDS OF ORPINGTON HOSPITAL**

### **ANNUAL REPORT OF THE TRUSTEES**

(Continued)

#### **3.5 Services of Unpaid Volunteers**

The charity is dependent entirely on the services of unpaid volunteers for all its services. The many appreciative comments attest to the value placed on these services by our customers.

Payment is made for some services provided to the Friends mainly insurance cover and the independent examination of our accounts by Affinia (previously known as Baxter & Co.) The Trustees are grateful to Affinia for the substantial concessions made in the calculation of their fee.

The only payments made to the Trustees are for any out of pocket expenses. Details of administrative costs are provided in Note 7 to the consolidated accounts (page 14).

#### **3.6 Donations**

We are fortunate each year to receive donations and legacies from local organisations and individuals and feel it reflects an appreciation of the efforts of our Volunteers. We are pleased not only to receive the funds but also to know that these individuals felt the Hospital and the Friends were worthy of these gifts.

### **4. Financial Position**

**4.1** Details of the charity's funds and how they have been applied are set out in the Accounts on pages 10 to 18. All balances are held for either charitable or for trading activities. The balances are adequate to meet all outstanding commitments. There have been no changes to the accounting policies of the charity since the previous year.

**4.2** There have been no important events affecting the charity which have occurred between the date of the balance sheet namely 31 March 2025 and the date on which the Report has been signed.

**4.3** The Trustees are able to confirm that the charity's assets are available and adequate to fulfil all the obligations of the charity, particularly in relation to delays or shortfalls in realising the assets into cash.

**FRIENDS OF ORPINGTON HOSPITAL**

**ANNUAL REPORT OF THE TRUSTEES**

(Continued)

**5. Relationship with any other Charities**

The only other charity with which the Friends of Orpington hospital has a direct relationship is Attend. During the year, a membership subscription was payable to Attend.

**Mr K Evans (Chairman)**  
On behalf of all the Trustees

16 June 2025

## **FRIENDS OF ORPINGTON HOSPITAL**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2025 which are set out on pages 10 to 19.

#### **Responsibilities and basis of report**

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 Act"). The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 and that an independent examination is needed.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not considered as part of any 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 to be reached.

Andrew M Meredith BA (Hons), FCCA

**Affinia**

**Chartered Accountants**

**Lynwood House, Crofton Road, Orpington, Kent, BR6 8QE**

Date: 16 June 2025

## FRIENDS OF ORPINGTON HOSPITAL

### STATEMENT OF ALL FINANCIAL ACTIVITIES YEAR ENDED 31 MARCH 2025

	Note	Totals 2025 £	Totals 2024 £
<b>Incoming Resources</b>			
<b>Voluntary Income</b>			
Donations and gifts		96,227	34,877
Membership subscriptions		135	160
<b>Activities for generating funds</b>			
Refreshment bar sales		60,385	48,098
Shop		49,518	43,402
<b>Investment income</b>		10,172	6,364
		-----	-----
<b>Total Incoming Resources</b>		216,437	132,901
		=====	=====
<b>Charitable Activities</b>			
Committee and hospital projects	2	59,119	12,608
<b>Fund raising activities</b>			
Shop and Refreshment Bar supplies		67,860	53,202
<b>Governance Activity</b>			
Shop & Refreshment Bar administration expenses	3	1,907	888
Management and Administration	3	2,720	2,537
		-----	-----
<b>Total Resources Expended</b>		131,606	69,235
		=====	=====
<b>Movement in Funds</b>			
Net movements in funds for the year		84,831	63,666
Total Funds at 1 April 2024		457,927	394,261
		-----	-----
<b>Total Funds at 31 March 2025</b>		£542,758	£457,927
		=====	=====

**FRIENDS OF ORPINGTON HOSPITAL**  
**BALANCE SHEET – ALL FINANCIAL ACTIVITIES**  
**AS AT 31 MARCH 2025**

	Note	2025 £	2024 £
<b>Fixed Assets</b>			
Tangible assets	4	709	499
		_____	_____
<b>Current Assets</b>			
Stocks		3,176	2,880
Debtors		5,385	4,089
Cash at bank and in hand	5	537,234	453,152
		_____	_____
		545,795	460,121
Creditors: amounts falling due within one year	6	(3,746)	(2,693)
		_____	_____
<b>Net Current Assets</b>		542,049	457,428
		_____	_____
<b>Net Assets</b>		£542,758	£457,927
		=====	=====
<b>Funds:</b>			
Unrestricted		542,758	457,927
		_____	_____
<b>Total Funds</b>	7	£542,758	£457,927
		=====	=====

Approved by the Trustees on 16 June 2025 and signed on their behalf by

**K Evans (Chairman)**

**R S M Baird (Treasurer)**

## FRIENDS OF ORPINGTON HOSPITAL

### NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2025

#### 1. Accounting Policies

The Charity constitutes a public benefit entity as defined by FRS102. The Charities (Accounts and Reports) Regulations made under the Charities Act 2011 require the preparation of an account consolidating the results of all activities undertaken by a charity. Separate books of account are maintained, however, for each of the Friends' activities.

##### a) Accounting Convention

The financial statements have been prepared in accordance with relevant guidance issued by the Accounting Standards Board and the requirements of the Statement of Recommended Practice (SORP) 2015 *Accounting by Charities*. Income from members' subscriptions, all donations, legacies and interest is included as and when it is received. Approvals of expenditure on charitable projects are treated as outstanding commitments, and not as actual expenditure, until invoices are received.

The precise date on which the books for the trading activities are closed each year depends on the date on which stocktaking can be undertaken. There can therefore be small differences in the length of the periods for which the results of those activities are reflected in the accounts from one year to the next. The effect of this on the accounts is not material.

##### b) Stocks

Stock consists of purchased goods for resale. Stocks are stated at the lower of cost and net realisable value.

##### c) Fixed Assets

All assets fall into the classification of *Fixtures Fittings and Other Equipment* and are depreciated on a 25% straight line basis over 4 years.

**FRIENDS OF ORPINGTON HOSPITAL**

**NOTES TO THE ACCOUNTS ON PAGES 10 AND 11  
YEAR ENDED 31 MARCH 2025**

(Continued)

	<b>2025</b>	<b>2024</b>
	£	£
<b>2. Committee and Hospital Projects</b>		
Chairs for Out Patients	8,082	-
Refurbishment of Bloods waiting area	16,851	-
Refurbishment of X-Ray Department	10,557	-
Refurbishment of Out Patients waiting area	14,536	-
Chairs for	2,505	-
Christmas tree, lights etc. for Hospital	2,340	-
Refurb Quebec Ward Day Room	-	7,882
PRUH Stroke Unit	-	1,689
Staff – Christmas treats	650	500
Patients – Christmas gifts and parties	923	523
Coronation parties for Patients	-	914
Sundry	2,675	1,101
	59,119	12,609
	59,119	12,609
	<b>2025</b>	<b>2024</b>
	£	£
<b>3. Governance Activity</b>		
Shop and Refreshment Bar	1,907	888
Management and Administration		
Main Charitable Activities	1,729	1,676
AGM and Volunteers Gathering	303	579
Christmas gifts and party for Volunteers	688	282
	4,627	3,425
	4,627	3,425

**FRIENDS OF ORPINGTON HOSPITAL**

**NOTES TO THE ACCOUNTS ON PAGES 10 AND 11  
YEAR ENDED 31 MARCH 2025**

(Continued)

**4. Tangible Fixed Assets**

**Fixtures and Equipment**

**Refreshment  
Bar/Shop**

**£**

**Cost**

Balance brought forward 2,945

Additions 500

Disposals -

Balance carried forward 3,445

**Depreciation**

Balance brought forward 2,446

Charge for the Year 290

Disposals -

Balance carried forward 2,736

**Net Book Value**

At 31 March 2025 709

At 31 March 2024 499

**FRIENDS OF ORPINGTON HOSPITAL**

**NOTES TO THE ACCOUNTS ON PAGES 10 AND 11  
YEAR ENDED 31 MARCH 2025**

(Continued)

	2025 £	2024 £
<b>5. Cash at Bank and In Hand</b>		
Main Account	523,646	412,247
Refreshment Bar and Shop	13,588	40,905
	537,234	453,152
	537,234	453,152
<b>6. Creditors</b>		
Main Charitable Activities - accruals	900	900
Refreshment Bar and Shop	2,846	1,793
	3,746	2,693
	3,746	2,693

**7. Movement in Funds and analysis of net assets between funds**

	At 1 April 2024 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2025 £
<b>Unrestricted Funds</b>					
Main Charitable Activities	413,020	106,534	(61,839)	68,000	525,715
Refreshment Bar and Shop	44,907	109,903	(69,767)	(68,000)	17,043
	457,927	216,437	(131,606)	-	542,758
<b>Total Funds</b>	457,927	216,437	(131,606)	-	542,758

\* **Unrestricted Funds** comprise those funds which the Trustees are free to use in accordance with the charitable objects.

**8. Trustees' remuneration**

The trustees neither received nor waived any emoluments during the year (2024: Nil)

**FRIENDS OF ORPINGTON HOSPITAL**

**NOTES TO THE ACCOUNTS ON PAGES 10 AND 11  
YEAR ENDED 31 MARCH 2025**

(Continued)

**9. Commitments**

The Friends have pledged their support in respect of the following requests for financial support from the charity on the basis of the following budgeted costs as at 31 March 2025:

	<b>£</b>
Replacement windows for Hospital	100,000
Overbed tables for Frank Cooksey Ward	6,400
Wheelchairs for Rehab Unit	3,360
Dementia Clocks	5,602
Happiness Programme	10,800
Discretionary Fund for	4,280
Total Commitments	<u>£130,442</u> =====

**FRIENDS OF ORPINGTON HOSPITAL**

**Refreshment Bar and Shop Accounts  
For the Year Ended 31 March 2025**

# FRIENDS OF ORPINGTON HOSPITAL

## REFRESHMENT BAR AND SHOP

### Income and Expenditure Account for year to 31 March 2025

Year to 31.3.24			£	£
£				
48,098		Refreshment Bar Sales	60,385	
43,402		Shop Sales	49,518	
	53,202	Less: Purchases		67,860
	888	Sundry expenditure		1,907
(54,090)	_____		(69,767)	_____
£37,410		Net surplus for year	£40,136	=====
=====			=====	

### Balance Sheet as at 31 March 2025

As at 31.3.24			£	£
£				
		Assets		
40,905		Bank and cash	13,588	
499		Fixed Assets	709	
2,880		Stocks	3,176	
-		Debtors	-	
2,416		Inter charity items	2,416	
46,700			19,889	
1,793		Less: Creditors – Amounts due within one year	2,846	
_____			_____	
£44,907			£17,043	=====
=====			=====	
		Represented by:		
57,497		General account at 1 April 2024	44,907	
37,410		Add: Net surplus for year	40,136	
(50,000)		Less: Transferred to Main Charitable Account	(68,000)	
_____			_____	
£44,907		General account at 31 March 2025	£17,043	=====
=====			=====	

Authorised on behalf of the Committee

**R S M Baird** Treasurer

We have examined the books and records of the Friends of Orpington Hospital Refreshment Bar and Shop Accounts for the year ended 31 March 2025 and confirm that the income and expenditure account is in accordance therewith.

Lynwood House  
Crofton Road  
Orpington  
Kent BR6 8QE

**Affinia**  
Chartered Accountants

16 June 2025

**THE FRIENDS OF ORPINGTON HOSPITAL**

England & Wales - Charity number 214935

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# Accounts

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**Registered Charity Number: 214935**

**FRIENDS OF ORPINGTON HOSPITAL**

**ANNUAL TRUSTEES REPORT AND ACCOUNTS  
YEAR ENDED 31 MARCH 2024**

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#### Trustees

Mr K Evans	-	Chairman and Treasurer of the Shop
Mr R S M Baird	-	Treasurer
Mr C Nash	-	Membership and Grants
Mrs K Fisk	-	Responsible for the Shop
Mrs J Mander	-	Refreshment Bar
Mr Z Yusuf	-	Refreshment Bar

#### Member of the Committee

Mrs J Parker Jones	-	Refreshment Bar
--------------------	---	-----------------

Mr Nick Bartle and Mr Peter Bartle are responsible for purchasing and stocking of the Refreshment Bar and the Shop. Mrs Stella Round had responsibility for the garden until April 2024.

The Chairman, through the Committee, is responsible for the overall running of the Charity. The other Trustees or Committee members are responsible for the day to day running of their respective activity.

# FRIENDS OF ORPINGTON HOSPITAL

## LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2024

(Continued)

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### Advisers

#### Bankers

Lloyds TSB Bank Plc  
177 High Street  
Orpington  
Kent  
BR6 0LJ

#### Accountants

Baxter & Co  
Lynwood House  
Crofton Road  
Orpington  
Kent BR6 8QE

#### Insurers

Royal and Sun Alliance  
Chart Way  
Horsham  
W Sussex RH12 1XL

# FRIENDS OF ORPINGTON HOSPITAL

## ANNUAL REPORT OF THE TRUSTEES

### 1. Objects and Policies

#### 1.1 Objectives for the public benefit

The principal objects and purpose of the Friends, as set out in the constitution, are:

- (i) to mobilise, encourage, foster and maintain the interest of the public in the patients and staff, and the support of the work of the Hospital, by means of voluntary service;
- (ii) to provide funds for the purpose of supplementing, for the public benefit, the resources of the Hospital Service;
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- (ii) presentations to community groups about the work undertaken by the Friends;
- (iii) the raising of funds through subscriptions, donations, legacies and fund-raising events and also through the trading activities of the shop and trolley service and refreshment bar.

#### 1.3 Risk

The trustees annually review the risks that the charity faces. The financial assets of the Friends are held in current and deposit accounts with reputable banks and other such institutions. During the Covid 19 Pandemic specific risk assessments were made whenever the Regulations allowed and we felt able to open the Shop. The Shop has been open for the whole of the current year but we only felt that the Regulations and circumstances were right to re-open The Refreshment Bar in July 2022. There are also minor areas of risk relating to our volunteers working in the Refreshment Bar and Shop which have been covered by procedures and insurance. During the year, insurance was provided by the Royal and Sun Alliance arranged through Attend (formerly the National Association of Hospital and Community Friends).

# FRIENDS OF ORPINGTON HOSPITAL

## ANNUAL REPORT OF THE TRUSTEES

(Continued)

### 2. **Organisation**

There are two parts to the organisation. The first is the Main Charitable Activity managed by elected committee who are concerned mainly with the charitable activities and links with the community. The second is the trading activities of the Shop and the Refreshment Bar. Because our suppliers cannot split their invoices between the two services, we have therefore had to combine the trading results although we will continue to show the sales of each activity separately. All the Trustees and Committee members concerned with running the Shop, Refreshment Bar and Main Charitable Activity are volunteers.

### 3. **Review of 2023-24**

#### 3.1 **The future**

The Shop and Refreshment Bar traded very successfully for the year and after the issues with lockdown are over, once again play an important part in Hospital life for patients, staff and visitors. The Friends have considerable funds and are pressing the Hospital management for proposals to improve the facilities. The Trustees are confident that the Friends will continue to play an important role for the benefit of patients, staff and visitors.

#### 3.2 **Trustees and committee**

I would like to thank the Trustees and Committee members for their hard work and dedication over the past year. Those members running the Shop and Refreshment Bar deserve great praise for continuing to provide this valuable resource to staff, patients and visitors.

We continue to develop excellent relationships with the Hospital in general, and with all wards.

In conclusion I feel the future of the Friends is sound and our volunteers continue to rise to every challenge thrown at them. I reiterate my sincere thanks to all for all their hard work.

# FRIENDS OF ORPINGTON HOSPITAL

## ANNUAL REPORT OF THE TRUSTEES

(Continued)

### 3.3 Charitable Activities

Procedures, agreed with the Hospital, provide for the submission of sufficient details of proposals for financial assistance for projects to enable the Trustees, when considering the proposals, to fulfil their obligations to act prudently and lawfully, in accordance with the constitution.

This year we have had fewer requests for funding than we had hoped. I think the recovery from Covid and the lockdown has occupied the Hospital management and this together with staff changes has turned attention away from submitting funding proposals to the Friends. However we are now back in discussion and expect to have some interesting proposals.

In discussion with Ward Managers and other staff, it became clear that there was a need for a simple procedure for staff to request small non-medical items, for example in the Rehabilitation Wards they need games to stimulate the patients. We have therefore introduced a Discretionary Fund where small items can be purchased or grants made without going through the more rigorous procedures necessary for larger proposals. This Discretionary Fund has proved to be very popular with the Staff allowing them to provide a kinder service to the patients for example by arranging small parties to celebrate events such as Easter and the King's Coronation

In the this year we have funded a total of £12,608 including £7,882 for the refurbishment of Quebec Ward Day Room.

### 3.4 Trading Activities

Both the Shop and the Refreshment Bar had very successful trading years. The Shop made sales of £43,402, considerably more than the previous year and shows that we have shaken off the last effects of the lockdown.

The Refreshment Bar achieved sales of £48,097 also considerably more than last year and again an excellent bounce back from lockdown.

The trading surplus made by both the Shop and the Refreshment Bar amounted to £37,408 all of which will go into the Friends' funds for the benefit of patients, staff and visitors.

# FRIENDS OF ORPINGTON HOSPITAL

## ANNUAL REPORT OF THE TRUSTEES

(Continued)

### 3.5 Services of Unpaid Volunteers

The charity is dependent entirely on the services of unpaid volunteers for all its services. The many appreciative comments attest to the value placed on these services by our customers.

Payment is made for some services provided to the Friends mainly insurance cover and the independent examination of our accounts by Baxter & Co. The Trustees are grateful to Baxters for the substantial concessions made in the calculation of their fee.

The only payments made to the Trustees are for any out of pocket expenses. Details of administrative costs are provided in Note 7 to the consolidated accounts (page 14).

### 3.6 Donations

We are fortunate each year to receive donations and legacies from local organisations and individuals and feel it reflects an appreciation of the efforts of our Volunteers. We are pleased not only to receive the funds but also to know that these individuals felt the Hospital and the Friends were worthy of these gifts.

## 4. Financial Position

4.1 Details of the charity's funds and how they have been applied are set out in the Accounts on pages 10 to 18. All balances are held for either charitable or for trading activities. Part of the balance in the former category is for a restricted purpose (Note 11, page 17). The balances are adequate to meet all outstanding commitments. There have been no changes to the accounting policies of the charity since the previous year.

4.2 There have been no important events affecting the charity which have occurred between the date of the balance sheet namely 31 March 2024 and the date on which the Report has been signed.

4.3 The Trustees are able to confirm that the charity's assets are available and adequate to fulfil all the obligations of the charity, particularly in relation to delays or shortfalls in realising the assets into cash.

# FRIENDS OF ORPINGTON HOSPITAL

## ANNUAL REPORT OF THE TRUSTEES

(Continued)

### 5. Relationship with any other Charities

The only other charity with which the Friends of Orpington hospital has a direct relationship is Attend. During the year, a membership subscription was payable to Attend.



**Mr K Evans (Chairman)**

On behalf of all the Trustees

3 ) July 2024

# FRIENDS OF ORPINGTON HOSPITAL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2024 which are set out on pages 10 to 19.

### Responsibilities and basis of report

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 Act"). The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 and that an independent examination is needed.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not considered as part of any 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 to be reached.



Andrew M Meredith BA (Hons), FCCA

**BAXTER & CO**

**Chartered Certified Accountants**

**Lynwood House, Crofton Road, Orpington, Kent, BR6 8QE**

Date: 31 July 2024

# FRIENDS OF ORPINGTON HOSPITAL

## STATEMENT OF ALL FINANCIAL ACTIVITIES YEAR ENDED 31 MARCH 2024


	Note	Unrestricted Funds £	Restricted Funds £	Totals 2024 £	Totals 2023 £
<b>Incoming Resources</b>					
<b>Voluntary Income</b>					
Donations and gifts	2	34,877	-	34,877	2,989
Membership subscriptions	3	160	-	160	160
<b>Activities for generating funds</b>					
Refreshment bar sales	4	43,402	-	43,402	22,385
Shop sales	4	48,097	-	48,097	33,657
<b>Investment income</b>	5	6,365		6,365	752
<b>Total Incoming Resources</b>		<u>132,901</u>	<u>-</u>	<u>132,901</u>	<u>59,943</u>
<b>Charitable Activities</b>					
Committee and hospital projects	6	12,244	365	12,609	49,137
<b>Fund raising activities</b>					
Shop and Refreshment Bar supplies		53,202	-	53,202	31,703
Fund raising costs		-	-	-	-
<b>Governance Activity</b>					
Shop & Refreshment Bar administration expenses	7	889	-	889	1,740
Management and Administration	7	2,537	-	2,537	2,375
<b>Total Resources Expended</b>		<u>68,872</u>	<u>365</u>	<u>69,237</u>	<u>84,955</u>
<b>Movement in Funds</b>					
Net movements in funds for the year		64,029	(365)	63,664	(25,012)
Total Funds at 1 April 2023		<u>393,895</u>	<u>365</u>	<u>394,260</u>	<u>419,272</u>
<b>Total Funds at 31 March 2024</b>		<u>£457,924</u>	<u>-</u>	<u>£457,924</u>	<u>£394,260</u>

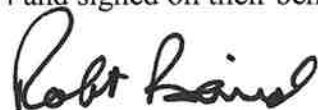
# FRIENDS OF ORPINGTON HOSPITAL

## BALANCE SHEET – ALL FINANCIAL ACTIVITIES AS AT 31 MARCH 2024

	Note	2024 £	2023 £
<b>Fixed Assets</b>			
Tangible assets	8	499	5
<b>Current Assets</b>			
Stocks		2,880	3,143
Debtors		4,089	464
Cash at bank and in hand	9	453,149	393,110
		460,118	396,717
Creditors: amounts falling due within one year	10	(2,693)	(2,462)
<b>Net Current Assets</b>		457,425	394,255
<b>Net Assets</b>		£457,924	£394,260
<b>Funds:</b>			
Unrestricted		457,924	393,895
Restricted		-	365
<b>Total Funds</b>	11	£457,924	£394,260

Approved by the Trustees on **31** July 2024 and signed on their behalf by

  
**K Evans (Chairman)**

  
**R S M Baird (Treasurer)**

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2024

### 1. Accounting Policies

The Charity constitutes a public benefit entity as defined by FRS102. The Charities (Accounts and Reports) Regulations made under the Charities Act 2011 require the preparation of an account consolidating the results of all activities undertaken by a charity. Separate books of account are maintained, however, for each of the Friends' activities.

#### a) Accounting Convention

The financial statements have been prepared in accordance with relevant guidance issued by the Accounting Standards Board and the requirements of the Statement of Recommended Practice (SORP) 2015 *Accounting by Charities*. Income from members' subscriptions, all donations, legacies and interest is included as and when it is received. Approvals of expenditure on charitable projects are treated as outstanding commitments, and not as actual expenditure, until invoices are received.

The precise date on which the books for the trading activities are closed each year depends on the date on which stocktaking can be undertaken. There can therefore be small differences in the length of the periods for which the results of those activities are reflected in the accounts from one year to the next. The effect of this on the accounts is not material.

#### b) Stocks

Stock consists of purchased goods for resale. Stocks are stated at the lower of cost and net realisable value.

#### c) Fixed Assets

All assets fall into the classification of *Fixtures Fittings and Other Equipment* and are depreciated on a 25% straight line basis over 4 years.

	2024 £	2023 £
<b>2. Donations and Gifts</b>		
Main Charitable Activities	34,877	2,989
Refreshment Bar and Shop	-	-
	-----	-----
	34,877	2,989
	=====	=====

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2024 (Continued)

	2024 £	2024 £
<b>3. Membership Subscriptions</b>		
Main Charitable Activities	160	160
	<u>160</u>	<u>160</u>
	<u>160</u>	<u>160</u>
<b>4. Shop and Refreshment Bar Sales</b>		
Shop Sales	43,402	33,657
Refreshment Bar Sales	48,097	22,385
	<u>91,499</u>	<u>56,042</u>
	<u>91,499</u>	<u>56,042</u>
<b>5. Investment Income</b>		
Main Charitable Activity Interest	6,365	752
	<u>6,365</u>	<u>752</u>
	<u>6,365</u>	<u>752</u>

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2024 (Continued)

	2024	2023
	£	£
<b>6. Committee and Hospital Projects</b>		
Furniture for Staff Hub	-	21,777
Refurb Ontario and Frank Cooksey Day Rooms	-	19,249
Chairs for Stroke Unit at the PRUH	-	6,090
Christmas decorations for Wards	-	537
Christmas treats for Patients and Staff	-	786
Sundry	58	698
Furniture – Quebec Ward refurbishment	7,882	-
PRUH Stroke Unit – TV etc	1,689	-
Baby changing unit	135	-
Ward Coronation parties	700	-
Staff – Christmas treats	500	-
Clothes for patients	300	-
Patients Christmas gifts and parties	523	-
Boddington – 2 microwaves	160	-
Easter parties on wards	214	-
Rehab patients – sundries	86	-
4 drawer wheeled cabinet	84	-
Prints for outpatients	150	-
Digital TV aerials for Cooksey and Ontario	128	-
	12,609	49,137
	12,609	49,137
	<b>2024</b>	<b>2023</b>
	£	£
<b>7. Governance Activity</b>		
Shop and Refreshment Bar	889	1,740
Management and Administration		
Main Charitable Activities	1,957	1,884
Volunteers Gathering	580	491
	3,426	4,115
	3,426	4,115

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2024

(Continued)

### 8. Tangible Fixed Assets

#### Fixtures and Equipment

#### Refreshment Bar/Shop

£

#### Cost

Balance brought forward 2,793

Additions 660

Disposals (508)

Balance carried forward 2,945

#### Depreciation

Balance brought forward 2,788

Charge for the Year 166

Disposals (508)

Balance carried forward 2,446

#### Net Book Value

At 31 March 2024 499

At 31 March 2023 5

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2024

(Continued)

	2024 £	2023 £
<b>9. Cash at Bank and In Hand</b>		
Main Account	412,260	339,480
Refreshment Bar and Shop	40,889	53,630
	<hr/>	<hr/>
	453,149	393,110
	<hr/> <hr/>	<hr/> <hr/>
<b>10. Creditors</b>		
Main Charitable Activities - accruals	900	900
Refreshment Bar and Shop	1,793	1,562
	<hr/>	<hr/>
	2,693	2,462
	<hr/> <hr/>	<hr/> <hr/>

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2024

(Continued)

### 11. Movement in Funds and analysis of net assets between funds

	At 1 April 2023 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2024 £
<b>Restricted Funds</b>					
Main Charitable Activities	365	-	(365)	-	-
<b>Unrestricted Funds</b>					
Main Charitable Activities	336,398	41,402	(14,781)	-	363,019
Refreshment Bar and Shop	57,497	91,499	(54,091)	-	94,905
<b>Total Unrestricted Funds</b>	393,895	132,901	(68,872)	-	457,924
<b>Total Funds</b>	394,260	132,901	(69,237)		457,924

### Analysis of net assets between funds

- \* **Unrestricted Funds** comprise those funds which the Trustees are free to use in accordance with the charitable objects.
- \*\* **Restricted Funds** comprise the funds which have been given for particular purposes and projects and these all relate to the Stroke Club.

### 12. Trustees' remuneration

The trustees neither received nor waived any emoluments during the year (2023: Nil)

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2024

(Continued)

### 13. Commitments

The Friends have pledged their support in respect of the following requests for financial support from the charity on the basis of the following budgeted costs as at 31 March 2024:

	£
Chairs for Outpatients Department	9,000
Discretionary Fund for Wards	1,797
Total Commitments	<u>£10,797</u>

**THE FRIENDS OF ORPINGTON HOSPITAL**

England & Wales - Charity number 214935

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# Accounts

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**Registered Charity Number: 214935**

**FRIENDS OF ORPINGTON HOSPITAL**

**ANNUAL TRUSTEES REPORT AND ACCOUNTS  
YEAR ENDED 31 MARCH 2023**

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Notes to the Accounts - All Financial Activities	12-18
Summary of results by activity	19

**Office and contact**

c/o Shop and Refreshment Bar  
At Orpington Hospital  
Sevenoaks Road  
Orpington  
Kent

# FRIENDS OF ORPINGTON HOSPITAL

## LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2023

### Name and Nature of Charity

The full name of the charity is The Friends of Orpington Hospital. It is a charity governed by a constitution agreed by members at a general meeting and is registered with the Charity Commissioners for England and Wales. The charity registration number is 214935.

### Charity Trustees and Other Officers

The Trustees of the charity are members elected to a committee at an annual general meeting. One third of the members retire annually but are eligible for re-election. Officers are elected by the committee members. In 2022/23 the officers were:

#### Trustees

Mr K Evans	-	Chairman and Treasurer of the Shop
Mr R S M Baird	-	Treasurer
Mr C Nash	-	Membership and Grants
Mrs K Fisk	-	Responsible for the Shop
Mrs B Zissell	-	Deceased 12.9.22
Mrs J Mander	-	Refreshment Bar
Mr Z Yusuf	-	Refreshment Bar

#### Member of the Committee

Mrs J Parker Jones	-	Refreshment Bar
--------------------	---	-----------------

Mr Nick Bartle and Mr Peter Bartle are responsible for purchasing and stocking of the Refreshment Bar and the Shop. Mrs Stella Round has taken on responsibility for the garden.

The Chairman, through the Committee, is responsible for the overall running of the Charity. The other Trustees or Committee members are responsible for the day to day running of their respective activity.

# FRIENDS OF ORPINGTON HOSPITAL

## LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2023

(Continued)

### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The trustees have adopted provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. 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 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the trust deed. 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.

### Advisers

#### Bankers

Lloyds TSB Bank Plc  
177 High Street  
Orpington  
Kent  
BR6 0LJ

#### Accountants

Baxter & Co  
Lynwood House  
Crofton Road  
Orpington  
Kent BR6 8QE

#### Insurers

Royal and Sun Alliance  
Chart Way  
Horsham  
W Sussex RH12 1XL

# FRIENDS OF ORPINGTON HOSPITAL

## ANNUAL REPORT OF THE TRUSTEES

### 1. Objects and Policies

#### 1.1 Objectives for the public benefit

The principal objects and purpose of the Friends, as set out in the constitution, are:

- (i) to mobilise, encourage, foster and maintain the interest of the public in the patients and staff, and the support of the work of the Hospital, by means of voluntary service;
- (ii) to provide funds for the purpose of supplementing, for the public benefit, the resources of the Hospital Service;
- (iii) to recruit and assist in the recruitment of voluntary workers in and for the Hospital;
- (iv) to provide a link between the Hospital and the community which it serves.

The trustees confirm that they have referred to the guidance contained in the charity commission's general guidance on public benefit when reviewing the charity's aims and objectives.

#### 1.2 Policies

The policies adopted to achieve the objects comprise:

- (i) the operation of a Shop and Refreshment Bar within the hospital for the public benefit of patients, visitors and staff;
- (ii) presentations to community groups about the work undertaken by the Friends;
- (iii) the raising of funds through subscriptions, donations, legacies and fund-raising events and also through the trading activities of the shop and trolley service and refreshment bar.

#### 1.3 Risk

The trustees annually review the risks that the charity faces. The financial assets of the Friends are held in current and deposit accounts with reputable banks and other such institutions. During the Covid 19 Pandemic specific risk assessments were made whenever the Regulations allowed and we felt able to open the Shop. The Shop has been open for the whole of the current year but we only felt that the Regulations and circumstances were right to re-open The Refreshment Bar in July 2022. There are also minor areas of risk relating to our volunteers working in the Refreshment Bar and Shop which have been covered by procedures and insurance. During the year, insurance was provided by the Royal and Sun Alliance arranged through Attend (formerly the National Association of Hospital and Community Friends).

# **FRIENDS OF ORPINGTON HOSPITAL**

## **ANNUAL REPORT OF THE TRUSTEES**

(Continued)

### **2. Organisation**

There are two parts to the organisation. The first is the Main Charitable Activity managed by elected committee who are concerned mainly with the charitable activities and links with the community. The second is the trading activities of the Shop and the Refreshment Bar. Because our suppliers cannot split their invoices between the two services, we have therefore had to combine the trading results although we will continue to show the sales of each activity separately. All the Trustees and Committee members concerned with running the Shop, Refreshment Bar and Main Charitable Activity are volunteers.

### **3. Review of 2022-23**

#### **3.1 The future**

The Trustees are confident that the Friends have now almost fully recovered from the effects of the Covid-19 Pandemic. In March 2020 we closed the Shop and the Refreshment Bar in line with Government guidelines and our duty of care to our Volunteers, many of whom are in the demographic deemed to be vulnerable. The Shop had opened periodically but at the end of March 2021 it re-opened and has remained open since that time. The Refreshment Bar re-opened in July 2022. We are fortunate that many of our volunteers were able to come back after lockdown and we have been able to attract some new ones.

#### **3.2 Trustees and committee**

It was with great sadness that we heard of the death of Barbara Zissell, Barbara had been very involved with running the Link Stroke Club and had represented them on the Trustee Board for many years. When the Link Stroke Club closed she remained a Trustee where her great experience and calm presence was of great value.

I would like to thank the Trustees and Committee for the way they have coped in the last three years. They have had to deal with circumstances and situations never before experienced but still to continue to provide support to patients and staff at a time when the Hospital was under particular pressure.

The Trustees and Committee members running the Shop and Refreshment Bar deserve great praise for continuing to provide these facilities to staff, patients and visitors and bringing a much welcomed degree of normality back to the Hospital.

We continue to develop excellent relationships with the Hospital in general, and with all wards.

In conclusion I feel the future of the Friends is sound and our volunteers continue to rise to every challenge thrown at them. I reiterate my sincere thanks to all for all their hard work.

# **FRIENDS OF ORPINGTON HOSPITAL**

## **ANNUAL REPORT OF THE TRUSTEES**

(Continued)

### **3.3 Charitable Activities**

Procedures, agreed with the Hospital, provide for the submission of sufficient details of proposals for financial assistance for projects to enable the Trustees, when considering the proposals, to fulfil their obligations to act prudently and lawfully, in accordance with the constitution.

During lockdown, the Refreshment Bar was taken over as a hub where staff could have some private space and recharge their batteries. This was so successful that the Hospital provided a new hub and The Friends donated £21,777 for furniture and equipment.

When the Link Stroke Club closed in 2022 it had funds totalling £24,119. These were restricted so could only be used for the benefit of Stroke patients. The Link Stroke Club committee requested that these funds be distributed one-third each to stroke patients at Orpington Hospital, the Stroke Unit at the PRUH and to Dovetail Two, a social club for physically disabled also attended by many Link Stroke Club patients. The Trustees agreed with this request. Dovetail Two have already received £8,040 and during this year the Stroke Unit at the PRUH have received £6,090 for specialist chairs and The Ontario Ward Day Room has been refurbished costing £9,624.

We have also refurbished the Frank Cooksey Ward Day Room at a cost of £9,625.

### **3.4 Trading Activities**

Both the Shop and the Refreshment Bar had very successful trading years. The Shop made sales of £33,657 which is the level achieved in pre-pandemic days, A marvellous recovery after three almost impossibly hard years.

The Refreshment Bar achieved sales of £22,385 during its 9 months of trading, again another marvellous recovery for all our volunteers involved.

The trading surplus made by both the Shop and the Refreshment Bar amounted to £22,599 all of which will go into the Friends funds for the benefit of patients, staff and visitors.

# **FRIENDS OF ORPINGTON HOSPITAL**

## **ANNUAL REPORT OF THE TRUSTEES**

(Continued)

### **3.5 Services of Unpaid Volunteers**

The charity is dependent entirely on the services of unpaid volunteers for all its services. The many appreciative comments attest to the value placed on these services by our customers.

Payment is made for some services provided to the Friends mainly insurance cover and the independent examination of our accounts by Baxter & Co. The Trustees are grateful to Baxters for the substantial concessions made in the calculation of their fee.

The only payments made to the Trustees are for any out of pocket expenses. Details of administrative costs are provided in Note 7 to the consolidated accounts (page 14).

### **3.6 Donations**

We are fortunate each year to receive donations and legacies from local organisations and individuals and feel it reflects an appreciation of the efforts of our Volunteers. We are pleased not only to receive the funds but also to know that these individuals felt the Hospital and the Friends were worthy of these gifts.

## **4. Financial Position**

- 4.1 Details of the charity's funds and how they have been applied are set out in the Accounts on pages 10 to 18. All balances are held for either charitable or for trading activities. Part of the balance in the former category is for a restricted purpose (Note 11, page 17). The balances are adequate to meet all outstanding commitments. There have been no changes to the accounting policies of the charity since the previous year.
- 4.2 There have been no important events affecting the charity which have occurred between the date of the balance sheet namely 31 March 2023 and the date on which the Report has been signed.
- 4.3 The Trustees are able to confirm that the charity's assets are available and adequate to fulfil all the obligations of the charity, particularly in relation to delays or shortfalls in realising the assets into cash.

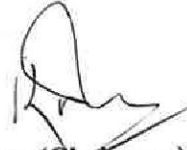
# **FRIENDS OF ORPINGTON HOSPITAL**

## **ANNUAL REPORT OF THE TRUSTEES**

(Continued)

### **5. Relationship with any other Charities**

The only other charity with which the Friends of Orpington hospital has a direct relationship is Attend. During the year, a membership subscription was payable to Attend. The Friends of the Princess Royal University Hospital raise funds for all hospitals within the Bromley Hospitals NHS Trust and have in the past allocated a share of proceeds to the Friends of Orpington Hospital. However we have agreed with them that, until further notice they will not allocate any funds to the Friends of Orpington Hospital.



**Mr K Evans (Chairman)**  
On behalf of all the Trustees

20<sup>th</sup> July 2023

# FRIENDS OF ORPINGTON HOSPITAL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2022 which are set out on pages 10 to 19.

### Responsibilities and basis of report

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 Act"). The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 and that an independent examination is needed.

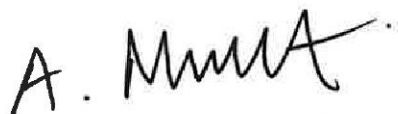
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act.

### 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not considered as part of any 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 to be reached.



Andrew M Meredith BA (Hons), FCCA  
**BAXTER & CO**  
Chartered Certified Accountants  
Lynwood House, Crofton Road, Orpington, Kent, BR6 8QE

Date: 20 July 2023

# FRIENDS OF ORPINGTON HOSPITAL

## STATEMENT OF ALL FINANCIAL ACTIVITIES YEAR ENDED 31 MARCH 2023

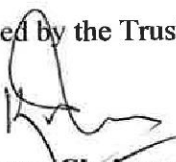
	Note	Unrestricted Funds £	Restricted Funds £	Totals 2023 £	Totals 2022 £
<b>Incoming Resources</b>					
<b>Voluntary Income</b>					
Donations and gifts	2	2,989	-	2,989	58,457
Membership subscriptions	3	160	-	160	456
<b>Activities for generating funds</b>					
Refreshment bar sales	4	22,385	-	22,385	
Shop sales	4	33,657	-	33,657	26,402
<b>Investment income</b>	5	752		752	32
		<u>59,943</u>		<u>59,943</u>	<u>85,347</u>
<b>Total Incoming Resources</b>					
<b>Charitable Activities</b>					
Committee and hospital projects	6	33,423	15,714	49,137	57,280
<b>Fund raising activities</b>					
Shop and Refreshment Bar supplies		31,703	-	31,703	15,832
Fund raising costs		-	-	-	-
<b>Governance Activity</b>					
Shop & Refreshment Bar administration expenses	7	1,740	-	1,740	589
Management and Administration	7	2,375	-	2,375	1,894
		<u>69,241</u>	<u>15,714</u>	<u>84,955</u>	<u>75,595</u>
<b>Total Resources Expended</b>					
<b>Movement in Funds</b>					
Net movements in funds for the year		(9,298)	(15,714)	(25,012)	9,752
Total Funds at 1 April 2022		403,193	16,079	419,272	409,520
		<u>403,193</u>	<u>16,079</u>	<u>419,272</u>	<u>409,520</u>
<b>Total Funds at 31 March 2023</b>		<u>£393,895</u>	<u>£365</u>	<u>£394,260</u>	<u>£419,272</u>

# FRIENDS OF ORPINGTON HOSPITAL

## BALANCE SHEET – ALL FINANCIAL ACTIVITIES AS AT 31 MARCH 2023

	Note	2023 £	2022 £
<b>Fixed Assets</b>			
Tangible assets	8	5	5
<b>Current Assets</b>			
Stocks		3,143	1,728
Debtors		464	-
Cash at bank and in hand	9	393,110	418,439
		396,717	420,167
Creditors: amounts falling due within one year	10	(2,462)	(900)
<b>Net Current Assets</b>		<u>394,255</u>	<u>419,267</u>
<b>Net Assets</b>		<u>£394,260</u>	<u>£419,272</u>
<b>Funds:</b>			
Unrestricted		393,895	403,193
Restricted		365	16,079
<b>Total Funds</b>	11	<u>£394,260</u>	<u>£419,272</u>

Approved by the Trustees on 20 July 2023 and signed on their behalf by

  
**K Evans (Chairman)**

  
**R S M Baird (Treasurer)**

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2023

### 1. Accounting Policies

The Charity constitutes a public benefit entity as defined by FRS102. The Charities (Accounts and Reports) Regulations made under the Charities Act 2011 require the preparation of an account consolidating the results of all activities undertaken by a charity. Separate books of account are maintained, however, for each of the Friends' activities.

#### a) Accounting Convention

The financial statements have been prepared in accordance with relevant guidance issued by the Accounting Standards Board and the requirements of the Statement of Recommended Practice (SORP) 2015 *Accounting by Charities*. Income from members' subscriptions, all donations, legacies and interest is included as and when it is received. Approvals of expenditure on charitable projects are treated as outstanding commitments, and not as actual expenditure, until invoices are received.

The precise date on which the books for the trading activities are closed each year depends on the date on which stocktaking can be undertaken. There can therefore be small differences in the length of the periods for which the results of those activities are reflected in the accounts from one year to the next. The effect of this on the accounts is not material.

#### b) Stocks

Stock consists of purchased goods for resale. Stocks are stated at the lower of cost and net realisable value.

#### c) Fixed Assets

All assets fall into the classification of *Fixtures Fittings and Other Equipment* and are depreciated on a 25% straight line basis over 4 years.

	2023	2022
	£	£
<b>2. Donations and Gifts</b>		
Main Charitable Activities	2,989	58,457
Refreshment Bar and Shop	-	-
	<u>2,989</u>	<u>58,457</u>

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2023

(Continued)

	2023 £	2022 £
<b>3. Membership Subscriptions</b>		
Main Charitable Activities	160	456
	<u>160</u>	<u>456</u>
<b>4. Shop and Refreshment Bar Sales</b>		
Shop Sales	33,657	26,402
Refreshment Bar Sales	22,385	-
	<u>56,042</u>	<u>26,402</u>
<b>5. Investment Income</b>		
Main Charitable Activity Interest	752	31
Stroke Club Interest	-	1
	<u>752</u>	<u>32</u>

## FRIENDS OF ORPINGTON HOSPITAL

### NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2023

(Continued)

	2023	2022
	£	£
<b>6. Committee and Hospital Projects</b>		
Furniture for Staff Hub	21,777	
Refurb Ontario and Frank Cooksey Day Rooms	19,249	
Chairs for Stroke Unit at the PRUH	6,090	
Christmas decorations for Wards	537	
Christmas treats for Patients and Staff	786	
Sundry	698	
Automatic doors for wards		32,201
Ambulatory Unit		14,923
Dovetail Two for physically disabled		8,040
Supplies of equipment, snacks, drinks, hand and face creams to staff and patients during lockdowns		2,116
	<u>49,137</u>	<u>57,280</u>
	<u>49,137</u>	<u>57,280</u>
	2023	2022
	£	£
<b>7. Governance Activity</b>		
Shop and Refreshment Bar	1,740	589
Management and Administration		
Main Charitable Activities	1,884	1,757
Volunteers Gathering	491	137
	<u>4,115</u>	<u>2,483</u>
	<u>4,115</u>	<u>2,483</u>

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2023

(Continued)

### 8. Tangible Fixed Assets

#### Fixtures and Equipment

#### Refreshment Bar/Shop

£

#### Cost

Balance brought forward

2,793

Additions

-

Disposals

-

Balance carried forward

2,793

#### Depreciation

Balance brought forward

2,788

Charge for the Year

-

Disposals

-

Balance carried forward

2,788

#### Net Book Value

At 31 March 2023

5

At 31 March 2022

5

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2023

(Continued)

	2023	2022
	£	£
<b>9. Cash at Bank and In Hand</b>		
Main Account	339,480	387,626
Refreshment Bar and Shop	53,630	30,813
	<u>393,110</u>	<u>418,439</u>
<b>10. Creditors</b>		
Main Charitable Activities - accruals	900	900
Refreshment Bar and Shop	1,562	-
	<u>2,462</u>	<u>900</u>

## FRIENDS OF ORPINGTON HOSPITAL

### NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2022 (Continued)

#### 11. Movement in Funds and analysis of net assets between funds

	At 1 April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2023 £
<b>Restricted Funds</b>					
Main Charitable Activities	16,079	-	(15,714)	-	365
<b>Unrestricted Funds</b>					
Main Charitable Activities	368,295	3,901	(35,798)	-	336,398
Refreshment Bar and Shop	34,898	56,042	(33,443)	-	57,497
<b>Total Unrestricted Funds</b>	<b>403,193</b>	<b>59,943</b>	<b>(69,241)</b>	<b>-</b>	<b>393,895</b>
<b>Total Funds</b>	<b>419,272</b>	<b>59,943</b>	<b>(84,955)</b>		<b>394,260</b>

#### Analysis of net assets between funds

The restricted fund balance of £365 is represented by bank, cash and amounts due to the charity, all other fund balances are unrestricted.

- \* **Unrestricted Funds** comprise those funds which the Trustees are free to use in accordance with the charitable objects.
- \*\* **Restricted Funds** comprise the funds which have been given for particular purposes and projects and these all relate to the Stroke Club.

#### 12. Trustees' remuneration

The trustees neither received nor waived any emoluments during the year (2022: Nil)

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2023

(Continued)

### 13. Commitments

The Friends have pledged their support in respect of the following requests for financial support from the charity on the basis of the following budgeted costs as at 31 March 2023:

	<b>£</b>
Equipment for Stroke Unit in the PRUH	1,689
Discretionary Fund for Wards	4,665
<b>Total Commitments</b>	<u><u>£6,354</u></u>

**THE FRIENDS OF ORPINGTON HOSPITAL**

England & Wales - Charity number 214935

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# Accounts

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214935

**Registered Charity Number:**

**FRIENDS OF ORPINGTON HOSPITAL**

**ANNUAL TRUSTEES REPORT AND ACCOUNTS  
YEAR ENDED 31 MARCH 2022**

**Contents**

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8	Annual Report of The Trustees 4-
	Independent Examiner's Report to The Trustees 9
	Statement of All Financial Activities 10
	Balance Sheet - All Financial Activities 11
	Notes to the Accounts - All Financial Activities 12-18
	Summary of results by activity 19

**Office and contact**

c/o Shop and Refreshment Bar  
At Orpington Hospital  
Sevenoaks Road  
Orpington  
Kent



# **FRIENDS OF ORPINGTON HOSPITAL**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

**YEAR ENDED 31 MARCH 2022**

### **Name and Nature of Charity**

The full name of the charity is The Friends of Orpington Hospital. It is a charity governed by a constitution agreed by members at a general meeting and is registered with the Charity Commissioners for England and Wales. The charity registration number is 214935.

### **Charity Trustees and Other Officers**

The Trustees of the charity are members elected to a committee at an annual general meeting. One third of the members retire annually but are eligible for re-election. Officers are elected by the committee members. In 2021/22 the officers were:

#### Trustees

Mr K Evans	-	Chairman and Treasurer of the Shop
Mr J A Davies	-	Vice-Chairman - resigned 26.10.21
Mr R S M Baird	-	Treasurer
Mr C Nash	-	Membership and Grants
Mrs K Fisk	-	Responsible for the Shop - appointed 26.10.21
Mr R Pemberton	-	Responsible for the garden - resigned 5.5.22
Mrs B Zissell	-	
Mrs J Mander	-	Refreshment Bar
Mr Z Yusuf	-	Refreshment Bar

#### Member of the Committee

Mrs J Parker Jones - Responsible for Refreshment Bar

Mr Nick Bartle, ably assisted by Mr Peter Bartle, is responsible for purchasing and stocking of the Tea Bar and the Shop. Mrs Stella Round has taken on responsibility for the garden.

The Chairman, through the Committee, is responsible for the overall running of the Charity. The other Trustees or Committee members are responsible for the day to day running of their respective activity.

# **FRIENDS OF ORPINGTON HOSPITAL**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

**YEAR ENDED 31 MARCH 2022**

(Continued)

### **Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The trustees have adopted provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. 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 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the trust deed. 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.

### **Advisers**

#### **Bankers**

Lloyds TSB Bank Plc  
177 High Street  
Orpington  
Kent  
BR6 0LJ

#### **Accountants**

Baxter & Co  
Lynwood House  
Crofton Road  
Orpington  
Kent BR6 8QE

#### **Insurers**

Royal and Sun Alliance  
Chart Way  
Horsham  
W Sussex RH12 1XL

# **FRIENDS OF ORPINGTON HOSPITAL**

## **ANNUAL REPORT OF THE TRUSTEES**

### **1. Objects and Policies**

#### **1.1 Objectives for the public benefit**

The principal objects and purpose of the Friends, as set out in the constitution, are:

- (i) to mobilise, encourage, foster and maintain the interest of the public in the patients and staff, and the support of the work of the Hospital, by means of voluntary service;
- (ii) to provide funds for the purpose of supplementing, for the public benefit, the resources of the Hospital Service;
- (iii) to recruit and assist in the recruitment of voluntary workers in and for the Hospital;
- (iv) to provide a link between the Hospital and the community which it serves.

The trustees confirm that they have referred to the guidance contained in the charity commission's general guidance on public benefit when reviewing the charity's aims and objectives.

#### **1.2 Policies**

The policies adopted to achieve the objects comprise:

- (i) the operation of a Shop and Refreshment Bar within the hospital for the public benefit of patients, visitors and staff;
- (ii) presentations to community groups about the work undertaken by the Friends;
- (iii) the raising of funds through subscriptions, donations, legacies and fund-raising events and also through the trading activities of the shop and trolley service and refreshment bar.

#### **1.3 Risk**

The trustees annually review the risks that the charity faces. The financial assets of the Friends are held in current and deposit accounts with reputable banks and other such institutions. In the last two years during the Covid 19 Pandemic specific risk assessments were made whenever the Regulations allowed and we felt able to open the Shop. The Refreshment Bar did not open during this period. There are also minor areas of risk relating to our volunteers working in the Refreshment Bar and Shop which have been covered by procedures and insurance. During the year, insurance was provided by the Royal and Sun Alliance arranged through

Attend (formerly the National Association of Hospital and Community Friends).

# **FRIENDS OF ORPINGTON HOSPITAL**

## **ANNUAL REPORT OF THE TRUSTEES**

(Continued)

### **2. Organisation**

There are two parts to the organisation. The first is the Main Charitable Activity managed by elected committee who are concerned mainly with the charitable activities and links with the community. The second is the trading activities of the Shop and the Refreshment Bar. Because our suppliers cannot split their invoices between the two services, we have therefore had to combine the trading results although we will continue to show the sales of each activity separately. All the Trustees and Committee members concerned with running the Shop and Refreshment Bar are volunteers. Each of the second and third strands operate independently with separate Treasurers who maintain separate accounting books from those relating to the charitable activities.

### **3. Review of 2021-2022**

#### **3.1 The future**

With the onset of the Covid-19 Pandemic, the Friends closed the Refreshment Bar and Shop on 20 March 2020 in line with Government guidelines and our duty of care to our Volunteers, many of whom are in the demographic deemed to be vulnerable. Orpington Hospital played its full part in the Kings College Hospital NHS Foundation Trust's response to the emergency.

The Shop had opened periodically during the past year and at the end of March 2021 it re-opened and remained open since that time. The Refreshment Bar was taken over by the Hospital as the Staff Hub. However a new Hub is being built and the Friends will have access to the Refreshment Bar and we expect to re-open in the Summer of 2022. We expect therefore to then be able to provide our usual services to patients, staff and visitors.

#### **3.2 Trustees and committee**

With great we regret we announce the resignation of Aldwyn Davies. He has served as a Trustee for almost 40 years in various capacities including Chairman, Vice-Chairman and Treasurer. He has spent countless hours on the Friends' activities and has provided wise guidance to the Trustees and committee. He will be sorely missed.

We also have to announce the resignation of Roger Pemberton. Some 10 years ago, Roger and his wife Jean, took over responsibility for the garden outside the Refreshment Bar. This has provided great pleasure to patients, staff and visitors over the years and we are grateful for all their hard work and for the legacy

they leave. Mrs Stella Round and her friends are now looking after the garden

The Trustees and committee have done whatever possible during the Pandemic to help staff and patients. Mr Chris Nash, one of the Trustees, liaised with the Hospital and arranged for the Friends to supply whatever was needed to improve the work of the staff and the plight of the patients.

## **FRIENDS OF ORPINGTON HOSPITAL**

### **ANNUAL REPORT OF THE TRUSTEES**

(Continued)

Mrs Kate Fisk who manages the Shop and her volunteers, opened the Shop in March 2021 and it has remained open throughout the year. This was a marvellous effort and was much appreciated by the staff and patients. We have prepared Risk Assessments as and when appropriate in order to keep our volunteers and Hospital staff and patients safe.

We continue to develop excellent relationships with the Hospital in general, and with all wards. The past year has been a year like no other and our help to the Hospital has changed to meet the circumstances. We hope that over the next few months things will get back to some degree of normality.

In conclusion I feel the future of the Friends is sound and our volunteers continue to rise to every challenge thrown at us. I reiterate my sincere thanks to all for all their hard work.

### **3.3 Charitable Activities**

Procedures, agreed with the Hospital, provide for the submission of sufficient details of proposals for financial assistance for projects to enable the Trustees, when considering the proposals, to fulfil their obligations to act prudently and lawfully, in accordance with the constitution. During the current year we were able to fund the installation of automatic doors for the wards costing £32,201 and the Ambulatory Unit in Churchill Ward for £14,923. In addition we have donated further lockdown supplies totalling £2,116 to staff and patients in the form of hand and face cream, equipment, snacks and drinks.

When the Link Stroke Club closed it had funds totalling £24,118. These were restricted so could only be used for the benefit of Stroke patients. The Link Stroke Club committee requested that these funds be distributed one-third each to stroke patients at Orpington Hospital, the Stroke Unit at the PRUH and to Dovetail

Two, a social club for physically disabled also attended by many Link Stroke Club patients. The Trustees agreed with this request. Dovetail Two have already received £8,040 and arrangements are underway for the Stroke Unit at the PRUH to receive equipment costing £8,412.

In addition we have committed to spend £960 on a Sara Stedy and £9,600 for new furniture in the restaurant in the Hospital.

# **FRIENDS OF ORPINGTON HOSPITAL**

## **ANNUAL REPORT OF THE TRUSTEES**

(Continued)

### **3.4 Trading Activities**

As referred to above the Shop has been open throughout the year but the Refreshment Bar could not open. The Shop operated with strict Risk controls and in accordance with Government requirements. Thanks to a marvellous effort by Kate Fisk and her band of volunteers the Shop made sales of £26,402 and a surplus of £9,981.

The staff, patients and visitors were most appreciative of having the Shop open and many asked when the Refreshment Bar would re-open. This shows how much our volunteers' efforts are valued. We hope to have the Refreshment Bar open in the Summer so we will be back to providing our pre-pandemic services.

### **3.5 Services of Unpaid Volunteers**

The charity is dependent almost entirely on the services of unpaid volunteers for all its services. Payment is made for services provided by our independent examiners, Baxter & Co, and the Trustees are grateful to them for the substantial concessions made in the calculation of their fee. The only payments made to the Trustees are for any out of pocket expenses. Details of administrative costs are provided in Note 7 to the consolidated accounts (page 14).

### **3.7 Donations**

We are fortunate each year to receive donations and legacies from local organisations and individuals and feel it reflects an appreciation of the efforts of our Volunteers. We are pleased not only to receive the funds but also to know that these individuals felt the Hospital and the Friends were worthy of these gifts. One such example is from a former patient who was so pleased with her treatment that she raised the funds from which the Hospital is able to purchase the Sara Stedy. We were also very fortunate to receive two large legacies so that the total donations received amounted to £58,457.

## **4. Financial Position**

- 4.1** Details of the charity's funds and how they have been applied are set out in the Accounts on pages 10 to 18. All balances are held for either charitable or for trading activities. Part of the balance in the former category is for a restricted purpose (Note 11, page 17). The balances are adequate to meet all outstanding commitments. There

have been no changes to the accounting policies of the charity since the previous year.

## **FRIENDS OF ORPINGTON HOSPITAL**

### **ANNUAL REPORT OF THE TRUSTEES**

(Continued)

- 4.2** There have been no important events affecting the charity which have occurred between the date of the balance sheet namely 31 March 2022 and the date on which the Report has been signed.
- 4.3** The Trustees are able to confirm that the charity's assets are available and adequate to fulfil all the obligations of the charity, particularly in relation to delays or shortfalls in realising the assets into cash.

#### **5. Relationship with any other Charities**

The only other charity with which the Friends of Orpington hospital has a direct relationship is Attend. During the year, a membership subscription was payable to Attend. The Friends of the Princess Royal University Hospital raise funds for all hospitals within the Bromley Hospitals NHS Trust and have in the past allocated a share of proceeds to the Friends of Orpington Hospital. However we have agreed with them that, until further notice they will not allocate any funds to the Friends of Orpington Hospital.

**Mr K Evans (Chairman)**

On behalf of all the Trustees

2 August 2022

## **FRIENDS OF ORPINGTON HOSPITAL**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2022 which are set out on pages 10 to 19.

#### **Responsibilities and basis of report**

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 Act"). The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 and that an independent examination is needed.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not considered as part of any 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 to be reached.

Andrew M Meredith BA (Hons), FCCA  
**BAXTER & CO**  
**Chartered Certified Accountants**  
**Lynwood House, Crofton Road, Orpington, Kent, BR6 8QE**

Date: 2 August 2022

## FRIENDS OF ORPINGTON HOSPITAL

### STATEMENT OF ALL FINANCIAL ACTIVITIES YEAR ENDED 31 MARCH 2022

		Unrestricted Totals Funds £	Restricted Funds £	2022 £	2021 £
	Note				
<b>Incoming Resources</b>					
<b>Voluntary Income</b>					
Donations and gifts	2	58,457	-	58,457	1,096
Membership subscriptions	3	456	-	456	522
<b>Activities for generating funds</b>					
Refreshment bar sales	4	-	-	-	
-					
Shop sales			4	26,402	-
26,402		7,690			
<b>Investment income</b>	5	31	1	32	1,608
		-----	-----	-----	-----
<b>Total Incoming Resources</b>		85,346	1	85,347	10,916
		=====	=====	=====	=====
<b>Charitable Activities</b>					
Committee and hospital projects	6	49,240	8,040	57,280	9,703
<b>Fund raising activities</b>					
Shop and Refreshment Bar supplies		15,832	-	15,832	4,022
Fund raising costs		-	-	-	-

## Governance Activity

Shop & Refreshment Bar administration expenses		7	589	-
589	792			
Management and Administration		7	1,894	-
1,894	2,021			

<b>Total Resources Expended</b>	67,555	8,040	75,595	16,538
	=====	=====	=====	

## Movement in Funds

Net movements in funds for the year	17,791	(8,039)	9,752	(5,622)
Total Funds at 1 April 2021	385,402	24,118	409,520	415,142

<b>Total Funds at 31 March 2022</b>	£403,193	£16,079	£419,272	
£409,520	=====	=====	=====	

## FRIENDS OF ORPINGTON HOSPITAL

### BALANCE SHEET - ALL FINANCIAL ACTIVITIES AS AT 31 MARCH 2022

	Note	2022 £	2021 £
<b>Fixed Assets</b>			
Tangible assets	8	5	5
		-----	-----
<b>Current Assets</b>			
Stocks		1,728	1,582
Cash at bank and in hand	9	418,439	408,833
		-----	-----
		420,167	410,415
Creditors: amounts falling due within one year	10		(900)
(900)			
<b>Net Current Assets</b>		419,267	409,515
		-----	-----
<b>Net Assets</b>		£419,272	£409,520
		=====	=====

**Funds:**

Unrestricted		403,193	385,402
Restricted		16,079	24,118
		—————	—————
<b>Total Funds</b>	11	£419,272	£409,520
		=====	=====

Approved by the Trustees on 2 August 2022 and signed on their behalf by

**K Evans (Chairman)**

**R S M Baird (Treasurer)**

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2022

### 1. Accounting Policies

The Charity constitutes a public benefit entity as defined by FRS102. The Charities (Accounts and Reports) Regulations made under the Charities Act 2011 require the preparation of an account consolidating the results of all activities undertaken by a charity. Separate books of account are maintained, however, for each of the Friends' activities.

#### a) Accounting Convention

The financial statements have been prepared in accordance with relevant guidance issued by the Accounting Standards Board and the requirements of the Statement of Recommended Practice (SORP) 2015 *Accounting by Charities*. Income from members' subscriptions, all donations, legacies and interest is included as and when it is received. Approvals of expenditure on charitable projects are treated as outstanding commitments, and not as actual expenditure, until invoices are received.

The precise date on which the books for the trading activities are closed each year depends on the date on which stocktaking can be undertaken. There can therefore be small differences in the length of the periods for which the results of those activities are reflected in the accounts from one year to the next. The effect of this on the accounts is not material.

#### b) Stocks

Stock consists of purchased goods for resale. Stocks are stated at the lower of cost and net realisable value.

#### c) Fixed Assets

All assets fall into the classification of *Fixtures Fittings and Other Equipment* and are depreciated on a 25% straight line basis over 4 years.

	2022 £	2021 £
<b>2. Donations and Gifts</b>		
Main Charitable Activities	58,457	1,069
Refreshment Bar and Shop	-	27
	————	————
	58,457	1,096
	=====	=====



# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2022

(Continued)

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>3. Membership Subscriptions</b>		
Main Charitable Activities	456	522
	————	————
	456	522
	=====	=====
<b>4. Shop and Refreshment Bar Sales</b>		
Shop Sales	26,402	7,690
Refreshment Bar Sales	-	-
	————	————
	26,402	7,690
	=====	=====
<b>5. Investment Income</b>		
Main Charitable Activity Interest	31	1,597
Stroke Club Interest	1	11
		————
————	32	1,608
	=====	=====

## FRIENDS OF ORPINGTON HOSPITAL

### NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2022

(Continued)

	<b>2022</b>	<b>2021</b>
	£	£
<b>6. Committee and Hospital Projects</b>		
Automatic doors for wards		32,201
	-	
Ambulatory Unit		14,923
-		
Dovetail Two for physically disabled		8,040
-		
Glasdon Waste bin		-
		998
Supplies of equipment, snacks, drinks, hand and face creams to staff and patients during lockdowns	2,116	8,705
	-----	-----
	57,280	9,703
	=====	=====
	<b>2022</b>	<b>2021</b>
	£	£
<b>7. Governance Activity</b>		
Shop and Refreshment Bar	589	792
Management and Administration		
Main Charitable Activities	1,757	1,848
Stroke Club	-	121
Volunteers Gathering	137	52
	-----	-----
	2,483	2,813
	=====	=====

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2022

(Continued)

### 8. Tangible Fixed Assets

#### Fixtures and Equipment

#### Refreshment Bar/Shop

£

#### Cost

Balance brought forward 2,793

Additions -

Disposals -

Balance carried forward 2,793

#### Depreciation

Balance brought forward 2,788

Charge for the Year -

Disposals -

Balance carried forward 2,788

#### Net Book Value

At 31 March 2022 5

===

At 31 March 2021 5

====

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2022

(Continued)

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>9. Cash at Bank and In Hand</b>		
Main Account	387,627	363,437
Refreshment Bar and Shop	30,813	21,278
Stroke Club	-	24,118
	-----	-----
	418,440	408,833
	=====	=====
<b>10. Creditors</b>		
Main Charitable Activities - accruals	900	900
Refreshment Bar and Shop		-
-		
	-----	-----
	900	900
	=====	=====

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2022

(Continued)

### 11. Movement in Funds and analysis of net assets between funds

	At 1 April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers	At 31 March 2022 £
<b>Restricted Funds</b>					
Stroke Club	24,118	1	-	(24,119)	-
Main Charitable Activities	-	-	(8,040)	24,119	16,079
	-----	-----	-----	-----	-----
<b>Unrestricted Funds</b>					
Main Charitable Activities	360,485	58,944	(51,134)	-	368,295
Refreshment Bar and Shop	24,917	26,402	(16,421)	-	34,898
	-----	-----	-----	-----	-----
<b>Total Unrestricted Funds</b>	<b>385,402</b>	<b>85,346</b>	<b>(67,554)</b>	<b>-</b>	<b>403,193</b>
	-----	-----	-----	-----	-----
<b>Total Funds</b>	<b>409,520</b>	<b>85,347</b>	<b>(75,594)</b>		<b>419,272</b>
	=====	=====	=====		=====

### Analysis of net assets between funds

The restricted fund balance of £16,079 is represented by bank, cash and amounts due to the charity, all other fund balances are unrestricted.

\* **Unrestricted Funds** comprise those funds which the Trustees are free to use in accordance with the charitable objects.

\*\* **Restricted Funds** comprise the funds which have been given for particular purposes and projects and these all relate to the Stroke Club.

### 12. Trustees' remuneration

The trustees neither received nor waived any emoluments during the year (2021: Nil)

# FRIENDS OF ORPINGTON HOSPITAL

## NOTES TO THE ACCOUNTS ON PAGES 10 AND 11 YEAR ENDED 31 MARCH 2022

(Continued)

### 13. Commitments

The Friends have pledged their support in respect of the following requests for financial support from the charity on the basis of the following budgeted costs as at 31 March 2022:

	£
Sara Stedy	960
Equipment for Stroke Unit in the PRUH	8,412
Furniture for Staff restaurant	9,600
Total Commitments	<u>£18,972</u> =====