

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

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

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

	2025 £	2024 £
2. Committee and Hospital Projects		
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
	<hr/>	<hr/>
	59,119	12,609
	=====	=====
	2025 £	2024 £
3. Governance Activity		
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
	<hr/>	<hr/>
	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 £
5. Cash at Bank and In Hand		
Main Account	523,646	412,247
Refreshment Bar and Shop	13,588	40,905
	—————	—————
	537,234	453,152
	=====	=====

6. Creditors

Main Charitable Activities - accruals	900	900
Refreshment Bar and Shop	2,846	1,793
	—————	—————
	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 £
Unrestricted Funds					
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
	—————	—————	—————	—————	—————
Total Funds	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:

	£
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