

**THE LEAGUE OF FRIENDS
OF THE NEWARK HOSPITAL
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

REGISTERED CHARITY NUMBER: 219251

**Hobsons Wright Vigar
Chartered Accountants
International House
Brunel Drive
Newark
Notts
NG24 2EG**

THE LEAGUE OF FRIENDS OF THE NEWARK HOSPITAL
ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2022

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THE LEAGUE OF FRIENDS OF THE NEWARK HOSPITAL

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Registration Number

The registered number of the Charity is 219251.

Nature of Charity

The Charity is an unincorporated association governed by a Trust Deed and is affiliated to the National Association of Leagues of Hospital Friends.

Trustees

Mrs. J. Howsam	Chairperson
Mrs. N. Whitworth	Secretary and Joint Vice Chairperson
Mrs. B. Cobb	Treasurer and Joint Vice Chairperson

Mrs J Combes	Mrs C Light
Mrs F Canning	Mr P Smith
Ms P Fuller (appointed 26/07/21)	Mrs J Whitaker
Miss B Hatton	Mrs J Wicker

The statutory power of appointing new Trustees shall be applicable thereto.

Principal Address

Secretary of Newark Hospital
C/O 127 Lime Grove
Newark
Nottinghamshire NG24 4AG

Bankers

HSBC Plc
Market Place
Newark
Nottinghamshire NG24 1EQ

Accountants

Hobsons Wright Vigar
Chartered Accountants
International House
Brunel Drive
Newark
Nottinghamshire NG24 2EG

THE LEAGUE OF FRIENDS OF THE NEWARK HOSPITAL

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDING 31 MARCH 2022

The Trustees present their annual report and the financial statements for the year ended 31 March 2022. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charities governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Structure, governance and management

The organisation is a Registered Charity and is governed by the Trustees in accordance with its Trust Deed approved in June 1990, reconfirmed in June 2000 and amended in June 2010.

The League is administered by a committee comprising, as at the year ending 31 March 2022, of:-

Mrs. J. Howsam	Chairman
Mrs. N. Whitworth	Secretary and Joint Vice Chairman
Mrs. B. Cobb	Treasurer and Joint Vice Chairman
Mrs J Combes	Mrs C Light
Mrs F Canning	Mr P Smith
Ms P Fuller	Mrs J Whitaker
Miss B Hatton	Mrs J Wicker

Nominations for membership are made to the secretary and trustees are elected by resolution of the committee.

We have a small office provided by the hospital and also work from the homes of the Chairman, Secretary and Treasurer. We usually hold six general meetings a year and an Annual General Meeting and these meetings take place at the Newark Hospital. Due to the Coronavirus Pandemic restrictions, we have only held four face to face meetings. The Secretary and Treasurer have however continued to support the hospital throughout the year.

Ten committee members are all voluntary - the Chairman, Secretary and Treasurer do receive out of pocket expenses. Usually the committee strives to organise fundraising activities, including raffles, summer fairs, coffee mornings, tombola's and quiz nights but this once again this year all activities have ceased in line with Government guidance, although we have now begun to hold raffles again.

Apart from fundraising volunteers, hospital volunteers have continued to work within the outpatients' refreshment bar and the friends coffee and gift shop, provide a wayfinding service at the main entrance helpdesk, support with basic administrative tasks to support fundraising in the Community Involvement Office, offer an escort service in the Outpatient and CT/MRI departments, provide reception duties in the Podiatry Department, Cardiorespiratory and Mercia Doughty Pre-operative Assessment Centre and support patients in the Mercia Doughty Endoscopy Centre and Fernwood Community Unit.

All do not receive payment. However, some do claim travel allowances from the Hospital Trust in line with Government Policy.

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TRUSTEES ANNUAL REPORT FOR THE YEAR ENDING 31 MARCH 2022

Not all volunteers are members of the Hospital League of Friends. We have lost a number of volunteers during the pandemic, but we currently have 125 giving some 14,000 hours per year of their time to the Hospital and Community. We are supported by a Voluntary Services Co-ordinator at the hospital, who interviews and screens all volunteers, undertakes disclosure and barring and keeps us abreast of health and safety issues. All volunteers receive annual update training in fire, information governance, health and safety and safeguarding.

The trustees have examined the major strategic and operational risks of the charity and confirm that the systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks. A monitoring process ensures a low retained risk to each classification identified.

Objectives and activities

The object of the League is to relieve patients and former patients of the Newark Hospital and other invalids in the community who are sick, convalescent, disabled, handicapped, infirm or in need of financial assistance and generally to support the charitable work of the Newark Hospital.

Achievements and performance

We continue to progress and achieve our aims to ensure that all departments and wards can receive help when it is required. We not only raise money for medical equipment but purchase many items that make a patient's stay in hospital more comfortable and areas attractive. We make available emergency packs of toiletries for emergency admissions.

Much of our income is generated from donations and legacies for which we are very grateful. We continue to fund hospital equipment on a regular basis and still continue to provide support for our regular commitments and regular requests from the hospital.

Reserves Policy

It is in the general policy of the League that all funds should be applied to a specific project/appeal in furtherance of the League's objectives. However, the League does endeavour to hold a sum in reserve (i.e. those assets in the unrestricted fund of a charity which the trustees have, or can make, available to apply for all or any of its purposes, once they have provided for the commitments of the charity and its other planned expenditure). This sum shall be kept to a minimum but should ensure sufficient funding or any small urgent requests that may be received. The figure is reviewed annually and this year it is agreed at £3,000. At 31 March 2022 total reserves amounted to £66,104 (2021 - £49,811). Of this, unrestricted reserves amounted to £59,772 (2021 - £43,579) and restricted reserves amounted to £6,332 (2021 - £6,232).

Approved by the Board of Trustees on 8 June 2022 and signed on its behalf by:



Mrs J. E. Howsam
Chairperson of the Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

THE LEAGUE OF FRIENDS OF THE NEWARK HOSPITAL

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 5 to 12.

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").

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 an 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 Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Paul Colcomb FCCA
for and on behalf of Hobsons Wright Vigar
Chartered Accountants

International House
Brunel Drive
Newark

Notts, NG24 2EG

Date: 5 July 2022

THE LEAGUE OF FRIENDS OF THE NEWARK HOSPITAL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Note	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Income and endowments from:					
Donations and legacies	2	4,103	100	4,203	4,517
Other trading activities	3	46,748	-	46,748	12,676
Investments		1	-	1	36
Total income and endowments		50,852	100	50,952	17,229
Expenditure on:					
Raising funds	4	31,302	-	31,302	12,996
Charitable activities	5	3,357	-	3,357	9,295
Total expenditure		34,659	-	34,659	22,291
Net income/(expenditure) for the year		16,193	100	16,293	(5,062)
Transfers between funds				-	-
Net movement in funds		16,193	100	16,293	(5,062)
Reconciliation of funds:					
Total funds brought forward		43,579	6,232	49,811	54,873
Total funds carried forward		59,772	6,332	66,104	49,811

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 7 to 12 form part of these accounts.

THE LEAGUE OF FRIENDS OF THE NEWARK HOSPITAL

BALANCE SHEET AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Current Assets			
Stocks	7	4,630	2,450
Cash at bank		61,474	47,361
Net Assets		<u>66,104</u>	<u>49,811</u>
Charity funds			
Unrestricted funds			
General account		59,472	43,079
Designated funds	8	300	500
		<u>59,772</u>	<u>43,579</u>
Restricted funds	9	6,332	6,232
Total charity funds		<u>66,104</u>	<u>49,811</u>

The financial statements were approved and authorised for issue by the Board on 8 June 2022.

Signed on behalf of the board of Trustees



Mrs B Cobb
Trustee

The notes on pages 7 to 12 form part of these accounts.

THE LEAGUE OF FRIENDS OF THE NEWARK HOSPITAL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting Policies

Basis of preparation

The League of Friends of the Newark Hospital is a registered charity in England governed by a trust deed. The principal address is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to relieve patients and former patients of the Newark Hospital and other invalids in the community who are sick, convalescent, disabled, handicapped, infirm or in need of financial assistance and generally to support the charitable work of the Newark Hospital.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and Generally Accepted Practice.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

THE LEAGUE OF FRIENDS OF THE NEWARK HOSPITAL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Funds

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Unrestricted funds are donations for which a use has not been specified by the donor, and other incoming resources, received or generated, for the general charitable purposes of the trust. Investment income and gains are allocated to unrestricted funds as permitted by the Trust Deed.

Designated funds comprise unrestricted funds that have been set aside by the trustees for a particular purpose.

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors.

Income

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be measured reliably and it is probable that the income will be received.

Donations are recognised on receipt of income. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Income from trading activities includes income earned from fundraising events and income earned from shop sales to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds includes stock purchases for the coffee and tea shops, other costs of running the shops and prizes for the fundraising activities;
- Expenditure on charitable activities includes items purchased for hospital and its patients.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include trustees expenses, governance costs and affiliation fees. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

Capital expenditure

Capital expenditure on all equipment and buildings is fully charged as expenditure in the Statement of Financial Activities in the year in which the expenditure is incurred as the ownership, custody, attached benefits and obligations of such items, are transferred to the Newark Hospital Trust as they are purchased. As a result, the financial statements do not show any fixed assets nor any provision for depreciation.

Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase and other costs incurred in bringing stock to its present location and condition. Provision is made for damaged, obsolete and slow-moving stock where appropriate.

2.	Income from donations and legacies	2022 £	2021 £
	Requests and reserves	-	-
	Collection boxes	771	709
	General donations	2,242	3,154
	Other income	1,000	150
	Income tax recovered on donations	190	504
		<u>4,203</u>	<u>4,517</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

3. Income from other trading activities	2022	2021
	£	£
Newark Hospital fundraising events	1,882	201
Newark Hospital coffee lounge and tea bar	44,866	12,475
	<u>46,748</u>	<u>12,676</u>
4. Expenditure on raising funds	2022	2021
	£	£
Coffee lounge and tea bar cost of sales	28,850	12,082
Coffee lounge and tea bar equipment	2,157	615
Gifts and prizes for fundraisers	194	199
Equipment for fundraisers	101	100
	<u>31,302</u>	<u>12,996</u>
5. Expenditure on charitable activities	2022	2021
	£	£
Support costs	1,646	1,721
Vaccination Speakers	111	-
Small items	45	-
Christmas donations	464	363
Fernwood Recliner Chair	-	1,061
Mediterranean Garden	-	58
SFHT Contribution	-	3,000
SFHT Wheelchair	318	-
SFHT Coffee Machine	-	1,587
SFHT Laptop	-	825
SFHT Televisions	-	110
SFHT Radiology Screens	-	570
SFHT Bariatric Rotunda	773	-
	<u>3,357</u>	<u>9,295</u>

THE LEAGUE OF FRIENDS OF THE NEWARK HOSPITAL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

6. Analysis of support costs	2022 £	2021 £
Affiliation ATTEND	1,022	1,162
Trustee's expenses	-	-
Other expenses	120	55
Independent examination fees	504	504
	<u>1,646</u>	<u>1,721</u>

6.1 Trustees remuneration and expenses

No remuneration or other benefits are paid to other trustees or persons with whom they are connected. The trustees are reimbursed for expenses as per above.

7. Stocks	2022 £	2021 £
Goods for resale	4,630	2,450
	<u>4,630</u>	<u>2,450</u>

Stocks shown in the balance sheet represent goods held for resale at the coffee lounge and tea bar. The stock movement is reflected in the cost of sales figure.

8. Designated funds	Balance 01.04.21 £	Income £	Expenditure £	Transfers £	Balance 31.03.22 £
Christmas Monies	-	1,000	464	(536)	-
Re-usable cups	-	850	851	1	-
Fire boot - Tea Bar	-	300	-	-	300
Desks and chairs for Fernwood	-	1,000	1,704	704	-
Colposcopy Reclining Chair	-	800	791	(9)	-
Activity Items for Therapy Service	500	-	-	(500)	-
	<u>500</u>	<u>3,950</u>	<u>3,809</u>	<u>(341)</u>	<u>300</u>

THE LEAGUE OF FRIENDS OF THE NEWARK HOSPITAL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

9. Analysis of net assets between funds

	Stock £	Cash at bank £	Total £
Designated funds	-	300	300
General account	4,630	54,842	59,472
	<u>4,630</u>	<u>55,142</u>	<u>59,772</u>
Restricted funds	-	6,332	6,332
	<u>4,630</u>	<u>61,474</u>	<u>66,104</u>

10. Movement in funds

	Balance 01.04.21	Income	Expenditure	Transfers	Balance 31.03.22
Unrestricted funds:					
Designated funds	500	3,950	(3,809)	(341)	300
General account	43,079	46,902	(30,850)	341	59,472
	<u>43,579</u>	<u>50,852</u>	<u>(34,659)</u>	<u>-</u>	<u>59,772</u>
Restricted funds	6,232	100	-		6,332
	<u>49,811</u>	<u>50,952</u>	<u>(34,659)</u>	<u>-</u>	<u>66,104</u>

Designated funds comprise funds which the trustees have earmarked for particular appeals, wards or departments where costs have not yet been incurred.

Restricted funds comprise donations received where the donors have specified the ward or department to benefit.

11. Related party transactions

There have been no related party transactions during the year (2021 - £nil).

