

Charity Registration No. 225858

**FRIENDS OF CHICHESTER HOSPITALS**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

# FRIENDS OF CHICHESTER HOSPITALS

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Mrs J Ramage  
Mrs J Hepworth  
J Rowden  
Mrs A Hobson  
Mrs C Hall  
Mrs P Robertson  
Mrs K Smee  
Mrs J Stirland  
Dr R Simpson  
Mrs L Taylor  
R Stephens  
A Keeling (Appointed 14 April 2020)  
J Brotherton (Appointed 14 April 2020)

### Charity number

225858

### Principal address

Friends Office  
St Richard's Hospital  
Spitalfields Lane  
Chichester  
West Sussex  
PO19 6SE

### Auditor

Jones Avens Limited  
Piper House  
4 Dukes Court  
Bognor Road  
Chichester  
West Sussex  
PO19 8FX

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# **FRIENDS OF CHICHESTER HOSPITALS**

## **CONTENTS**

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	<b>Page</b>
Trustees' report	1 - 5
Statement of trustees' responsibilities	6
Independent auditor's report	7 - 9
Statement of financial activities	10
Balance sheet	11
Notes to the financial statements	12 - 23

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# **FRIENDS OF CHICHESTER HOSPITALS**

## **TRUSTEES' REPORT**

***FOR THE YEAR ENDED 30 SEPTEMBER 2020***

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The trustees present their report and financial statements for the year ended 30 September 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's 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 (FRS 102) (effective 1 January 2019)".

The Friends of Chichester Hospitals is a Registered Charity formed in 1948.

### **Objectives and activities**

#### **Objectives and aims**

The charity's objectives are to encourage the interest and support of the local community in Chichester's National Health Service Hospitals, then three - The Royal West Sussex, St Richard's and Graylingwell.

The Royal West Sussex and St Richard's were progressively merged in the 1980's and today, St Richard's Hospital at Chichester serves as the General and Accident and Emergency Hospital for the Western area of West Sussex with a resident population of over 210,000 people. The main core of St Richard's moved into a new hospital in December 1996. The Accident and Emergency department was extensively enlarged and modernised in 1999 and 2000.

Graylingwell Hospital (now known as The Chichester Centre) is mainly located on its original site in Chichester and serves the same population with the provision of Mental Health and Community Services. Graylingwell has recently moved into modern accommodation, but some older facilities such as Harold Kidd Unit continue to care for patients.

The Friends exist to provide funds to supplement or enhance the resources of both hospitals for the benefit of patients and staff. This is achieved by operating a profitable, efficient Hospital Shop and Ward Trolley Service which provides good "value for money" confectionery, toiletries, newspapers and magazines, groceries and snacks. Additional funds are raised from legacies, In Memoriam donations and through fêtes, film shows, dances, flag days, raffles and by a group of members who pay for life membership of £50 or an Annual Subscription of £10.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

# **FRIENDS OF CHICHESTER HOSPITALS**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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### **Significant activities**

2019-2020 proved to be the most challenging and extraordinary year in the Friends' history. Across the world, the appearance and persistence of the pandemic Covid-19 has altered many aspects of life, including the activities of charities like ours, whose main activities involve providing services which normally have considerable direct contact with the public.

The year began on a high note, following the thrilling award earlier in the summer of The Queen's Award for Voluntary Service. The six months up until March 2020 saw a pleasing surge in business in our Shop and the much-loved Trolley service to St Richard's wards. We enjoyed successful fundraising activities before Christmas, with our annual Collection at The Cross in Chichester, and a super Christmas Raffle raising funds for a much-needed Infant Resuscitaire for A & E.

In the New Year, as news of a mystery virus began to appear regularly in bulletins, we began to consider how such an event might be managed, and made preparations for protecting our volunteers from infection. It became clear in early March that the trolley service could not continue, and soon after that it became necessary to close the Shop, for the protection of our volunteers.

With the Government's introduction of emergency restrictions on movement, and volunteer roles, the situation was kept under constant review, while the Trust focused on the immense challenge of managing the pandemic. The Friends immediately offered the Trust any support needed to provide equipment for intensive care. We also focused on making a patient's stay less frustrating and dull, as no visitors were permitted, and infection control restrictions prevented us from being in direct contact with patients.

The shop closure was to last for almost four months, until July 2020. During that time, the shop team focused on supporting our locked-down volunteers, maintaining regular contact with phone calls. They also worked to keep the shop itself in good shape, with deep cleaning, review of stock dates and general maintenance. The team, trustees Jac Hepworth and Tricia Robertson, and former trustee Sue Barge, with some dedicated assistants, worked tirelessly to ensure that the Friends' Shop would reopen in tiptop shape and with appropriate protection for the health of volunteers and customers. Huge thanks to them for their efforts – a real labour of love.

Before we could reopen, a full risk assessment and Covid-secure plan was carried out with the support of the Trust, for which we are very grateful. The shop layout was adjusted to enable Covid compliant routing and social distancing, plus screening of the till area and other measures, which remain in place today. We are grateful to Supersigns Ltd for their support and to the Trust for providing items required for infection control, such as hand sanitisers. The safety of our volunteers and customers remains paramount.

It has been saddening that some of our loyal and long-serving volunteers remain unable to return to the service they have loved, because of health issues. The duration of the pandemic and the consequent restrictions and precautions have had a significant impact on their freedom to volunteer and to fulfil their desire to help others. We remain in touch with them and hope for a "reunion" at some point in the future. It has been pleasing that several new volunteers have offered their services and have fitted in well to the team.

Shop income in the period since July 2020 was severely hit by low footfall, as few members of the public were able to come into the hospital for appointments or to visit patients, but staff have been supportive; they appreciate our service enormously, especially as stock remains high quality and varied, and they can be served in a timely way during their short breaks from duty.

Overall, this year saw the lowest income we have received from all sources but our finances remain sound for two reasons.

Firstly, the Trust's focus on managing Covid-19 has meant that capital purchases requiring charitable support were considerably curtailed, and the Friends received few requests. Happily, we have been able to fund all medical equipment requested by St Richard's Hospital, and therapeutic items for patients of the former Graylingwell hospital, who were severely affected by the isolation imposed by lockdown. For example, tablets for communication with relatives, music and reading material as well as craft supplies, helped patients to pass the time with less stress and distress. The Friends were pleased to support the Occupational Therapists in both hospitals to provide meaningful activities for patients. We were able to provide some distractions for St Richards patients via the Occupational Therapy team, through vouchers to buy newspapers, magazines and puzzle books etc to keep patients mentally stimulated.

# **FRIENDS OF CHICHESTER HOSPITALS**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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Secondly, although we were unable to run any of our planned fundraising events, the Friends received unexpected and much appreciated support from local benefactors and supporters. Within days of the pandemic being recognised by the Government, we received an anonymous gift of £10,000 from a mystery donor. This was tremendously heartening, when the outlook for funding was bleak for all charities – and that donation was followed over the next few months by a range of thoughtful gifts and the proceeds of a variety of imaginative "Lockdown fundraisers". These included two young women who undertook sponsored head-shaves, a talented music student's "Lockdown concerts" in the open air from her parents' front garden, a photographer who took Lockdown portraits of people at their front door, and the Crate & Barrel "virtual quizzers" of Chichester, to mention just a few. The lockdown forced limited movement and interaction with others, but it certainly produced creative ways to spend time "virtually" or in a distanced manner, gain enjoyment and to support the community in other ways.

Well-deserved thanks must go to all our Trustees and volunteers, who have done so much during 2019-20, enabling our shop service to reopen, adapting to online meetings, and managing the administrative difficulties and delays which arose due to lockdown restrictions on normal working.

We are immensely grateful to everyone who has supported us through this difficult time and enabled us to enter the financial year 2020-2021 in sound economic shape. By the end of September 2020, there had been some relaxation of the restrictions in place from March – but there were further challenges ahead. That story has yet to be told - in our next Annual Report.

#### **Achievements and performance**

In the year to 30 September 2020 the Friends showed a surplus for the year of £137,058. This compares with a surplus for the previous year of £48,878.

This year the total incoming resources, after the costs of generating the funds, decreased to £199,989 compared to £274,624 last year. As with most charities there are always ups and downs in the sources of our income.

The increase in incoming resources is mainly due to a decrease in our legacy income and the impact of Covid on the Shop's trading results. However, this decrease in income was partly offset by an increase in the generous donations received by The Friends.

The Friends agreed to fund commitments this year of £53,791 compared with last year's commitments of £215,337. The Friends continue to make the hospital wards aware of the support available to them and have approved the majority of requests made by the wards in the year to 30 September 2020.

#### **Fundraising activities**

The shop continues to generate profits for the Friends, albeit at a lower level than in previous years. This year the amount of profit generated by the Shop decreased to £24,544 (down from £46,225 last year). The result for the year is a testament to the efforts made by the Shop volunteers in keeping the shop open whenever the Covid restrictions permitted.

As ever, the shop volunteers have worked very hard to make sure that both the shop and trolley continued to provide (when allowed) a highly valued service to both the patients and staff of St Richards Hospital. Without this effort by the volunteers the Friends would not be able to continue offering this service; so yet again we owe a big vote of thanks to all those who helped during the year.

# **FRIENDS OF CHICHESTER HOSPITALS**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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### **Financial review**

#### **Reserves policy**

The trustees aim to meet the requests for support received from the Hospitals wherever possible. In years when the suitable requests received from the hospitals is lower than the income received by the Friends the surplus arising is carried forward to fund requests in future years.

A significant part of the Friends' income is derived from legacies, which can vary from year to year. In order to ensure that the Friends are able to support the Hospitals in a year in which the legacy income is low a designated reserve had been established. In prior years this designated reserve received 10% of the legacies received in the year; in 2017 a decision was made not to increase the amount held in this designated reserve and this decision continued in the year to 30 September 2020.

Total reserves at the Balance Sheet date are £1,254,492 (2019: £1,117,434) of which £1,175,767 (2019: £1,026,392) are unrestricted and £78,725 (2019: £91,042) are restricted.

#### **Risk management**

The trustees have considered whether there are any major risks that may adversely affect the continued operation of the Charity.

As the Charity has no employees or significant ongoing commitments and only agrees to fund requests from the hospitals when funds are available the Trustees consider there are no major risks that need to be addressed.

#### **Future plans**

The charity continues to meet the strong demand placed upon it by the Chichester Hospitals and it is reassuring to be able to report that the charity expects to continue to meet these demands.

Our hospital shop in Outpatients Entrance has provided an excellent service given the restrictions placed on the shop and volunteers as a result of the Covid pandemic. Its stock selection is customer-led, responding to ideas from staff and patients. The Ward trolley service has been put on hold but will resume once the Covid restrictions are fully lifted and the volunteers are once more allowed back onto the wards.. All profits are used to support Friends' funding of medical equipment.

Our continued existence and the ability to meet the demands placed upon us depends on fundraising projects, legacies and memorial donations and the support of numerous volunteers who operate the "Friends Shop" in St Richard's Hospital or help to run events. We are most grateful to these public-spirited individuals and organisations who continue to provide the support that this valuable community charity deserves.

The future plans are to continue with the good work that the charity undertakes in providing valuable services to patients and visitors and in funding vital medical equipment.

The Coronavirus pandemic has had an adverse impact on the fund raising activities of The Friends in the year 30 September 2020 and for the period to date. However, The Friends have sufficient reserves in order to continue offering support to the Chichester Hospitals.

#### **Structure, governance and management**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mrs J Ramage

Mrs J Hepworth

J Rowden

Mrs A Hobson

Lady Haddacks

Mrs C Hall

Mrs P Robertson

(Resigned 2 December 2019)

# FRIENDS OF CHICHESTER HOSPITALS

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2020

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Mrs K Smee

Mrs J Stirland

Dr R Simpson

Mrs J Haywood

(Resigned 28 June 2021)

Mrs L Taylor

R Stephens

A Keeling

(Appointed 14 April 2020)

J Brotherton

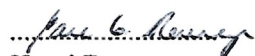
(Appointed 14 April 2020)

The current trustees all have experience and knowledge of the local area and charity sector. They have not undertaken any specific induction or training because their previous involvement with charities and their general business experience was believed to be sufficient to ensure a full understanding of their duties and responsibilities both generally and specifically as they apply to charities. They are made aware of any changes in charity law which may affect their responsibilities.

The Friends is managed and run entirely by volunteers. The registered office is at St Richard's Hospital, Spitalfield Lane, Chichester, PO19 6SE where most of the administrative work is carried out. A committee is elected at the Annual General Meeting and they act as Trustees of the Registered Charity. The Committee consists of a President, four Officers (Chairman, Vice Chairman, Hon. Secretary and Hon. Treasurer) and up to fifteen Committee members. The committee meets not less than eight times annually to receive requests from the staff of both hospitals for financial support for the purchase or enhancement of medical equipment, and the provision of patient and staff amenities, such as comfortable seating in waiting areas and Christmas gifts. In order to ensure that requests are prioritised so that the limited funds are deployed wisely and effectively, the management of each Hospital initially vets each request. However, small bids of up to £5,000 can be submitted directly to the "officers" by Hospital wards or departments. The Friends maintain close and friendly relations with the management, staff and patients of both Hospitals so that a sympathetic response can be made to all requests for support.

Future trustees will be given induction and training as appropriate to acquaint them with the charity and its method of operation. On appointment new trustees will be briefed on their legal obligations under charity law, the content of the governing document, the committee and decision making processes and the recent financial performance of the charity.

The trustees' report was approved by the Board of Trustees.



Mrs J Ramage

Trustee

Dated: 7th October 2021



# **FRIENDS OF CHICHESTER HOSPITALS**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 30 SEPTEMBER 2020***

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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 law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping sufficient 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, the Charity (Accounts and Reports) Regulations 2008 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.

# **FRIENDS OF CHICHESTER HOSPITALS**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE TRUSTEES OF FRIENDS OF CHICHESTER HOSPITALS**

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#### **Opinion**

We have audited the financial statements of Friends of Chichester Hospitals (the 'charity') for the year ended 30 September 2020 which comprise the statement of financial activities, the balance sheet and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 30 September 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and the provisions available for audits of small entities, in the circumstances set out in note 22 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# **FRIENDS OF CHICHESTER HOSPITALS**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF FRIENDS OF CHICHESTER HOSPITALS**

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#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### **Other matters**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the financial statements to provide a true and fair view in accordance with current Generally Accepted Accounting Practice.

# **FRIENDS OF CHICHESTER HOSPITALS**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF FRIENDS OF CHICHESTER HOSPITALS**

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#### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



**Claire Norwood BSc FCA ATII (Senior Statutory Auditor)**  
**for and on behalf of Jones Avens Limited**

07/10/2021  
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**Chartered Accountants**  
**Statutory Auditor**

Piper House  
4 Dukes Court  
Bognor Road  
Chichester  
West Sussex  
PO19 8FX

Jones Avens Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

# FRIENDS OF CHICHESTER HOSPITALS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 SEPTEMBER 2020

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
<b>Income from:</b>							
Donations and legacies	3	160,641	8,592	169,233	207,724	898	208,622
Other trading activities	4	107,508	2,027	109,535	210,101	-	210,101
Investments	5	3,962	-	3,962	5,618	-	5,618
<b>Total income</b>		<b>272,111</b>	<b>10,619</b>	<b>282,730</b>	<b>423,443</b>	<b>898</b>	<b>424,341</b>
<b>Expenditure on:</b>							
Raising funds	6	82,741	-	82,741	149,717	-	149,717
Charitable activities	7	36,317	26,614	62,931	228,144	(2,398)	225,746
<b>Total resources expended</b>		<b>119,058</b>	<b>26,614</b>	<b>145,672</b>	<b>377,861</b>	<b>(2,398)</b>	<b>375,463</b>
<b>Net incoming/ (outgoing) resources before transfers</b>		<b>153,053</b>	<b>(15,995)</b>	<b>137,058</b>	<b>45,582</b>	<b>3,296</b>	<b>48,878</b>
Gross transfers between funds	12	(3,678)	3,678	-	26,250	(26,250)	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>149,375</b>	<b>(12,317)</b>	<b>137,058</b>	<b>71,832</b>	<b>(22,954)</b>	<b>48,878</b>
Fund balances at 1 October 2019		1,026,392	91,042	1,117,434	954,560	113,996	1,068,556
<b>Fund balances at 30 September 2020</b>		<b>1,175,767</b>	<b>78,725</b>	<b>1,254,492</b>	<b>1,026,392</b>	<b>91,042</b>	<b>1,117,434</b>

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

All income and expenditure derive from continuing activities.

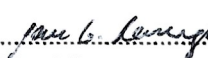
# FRIENDS OF CHICHESTER HOSPITALS

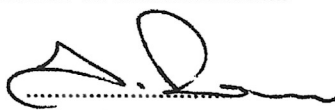
## BALANCE SHEET

AS AT 30 SEPTEMBER 2020

	Notes	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible assets	13		13,076		15,245
<b>Current assets</b>					
Stocks	14	10,734		12,656	
Debtors	15	110,519		120,830	
Cash at bank and in hand		1,153,135		1,239,845	
		<u>1,274,388</u>		<u>1,373,331</u>	
<b>Creditors: amounts falling due within one year</b>	16	(32,972)		(271,142)	
<b>Net current assets</b>			1,241,416		1,102,189
<b>Total assets less current liabilities</b>			<u>1,254,492</u>		<u>1,117,434</u>
<b>Income funds</b>					
Restricted funds	17		78,725		91,042
<u>Unrestricted funds</u>					
Designated funds	18	725,932		725,932	
General unrestricted funds		449,835		300,460	
		<u>1,175,767</u>		<u>1,026,392</u>	
			<u>1,254,492</u>		<u>1,117,434</u>

The financial statements were approved by the Trustees on 7 October 2021

  
Mrs J Ramage  
Trustee

  
J Rowden  
Trustee

# FRIENDS OF CHICHESTER HOSPITALS

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2020

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### 1 Accounting policies

#### Charity information

Friends of Chichester Hospitals is a charity registered in England governed by its trust deed dated 1955 as amended on 1 June 2016. Its principal address is Friends Office, St Richard's Hospital, Spitalfields Lane, Chichester, West Sussex.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's 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 (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements 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 Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# FRIENDS OF CHICHESTER HOSPITALS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

#### 1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Lapsed bids - If an approved bid is not completed within 12 months of it being approved by the Committee, the bid is deemed to lapse. The Committee will, however, reconsider the position if a bid is represented by the hospitals.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freezers	25% on reducing balance
Shop fittings	25% on reducing balance and 10% on cost
Computers	33% on reducing balance
Trolleys	10% on reducing balance
Sculpture	None

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.



# FRIENDS OF CHICHESTER HOSPITALS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2020

### 1 Accounting policies

(Continued)

#### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# FRIENDS OF CHICHESTER HOSPITALS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2020

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2020 £	2020 £	2020 £	2019 £	2019 £	2019 £
Memorial donations	7,211	-	7,211	5,624	550	6,174
Legacies receivable	45,009	-	45,009	182,770	-	182,770
Membership subscriptions and donations	108,421	8,592	117,013	19,330	348	19,678
	<u>160,641</u>	<u>8,592</u>	<u>169,233</u>	<u>207,724</u>	<u>898</u>	<u>208,622</u>

### 4 Other trading activities

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2020 £	2020 £	2020 £	2019 £
Shop income	107,208	-	107,208	192,068
Fundraising and events	300	2,027	2,327	18,033
Other trading activities	<u>107,508</u>	<u>2,027</u>	<u>109,535</u>	<u>210,101</u>

### 5 Investments

	Unrestricted funds	Unrestricted funds
	2020 £	2019 £
Interest receivable	<u>3,962</u>	<u>5,618</u>

# FRIENDS OF CHICHESTER HOSPITALS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2020

### 6 Raising funds

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
<u>Fundraising and publicity</u>		
Other fundraising costs	77	3,874
<u>Trading costs</u>		
Opening stock	12,656	13,626
Purchases	75,060	138,849
Closing stock	(10,734)	(12,656)
Insurance	1,213	1,035
Postage and stationery	-	11
Telephone	406	455
Repairs and maintenance	1,157	360
Sundries	859	1,485
Service charges	20	20
Depreciation: Trolleys	201	224
Depreciation: Freezers	277	369
Depreciation: Shop fittings	1,549	2,065
Other trading activities	82,664	145,843
	<u>82,741</u>	<u>149,717</u>

# FRIENDS OF CHICHESTER HOSPITALS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2020

### 7 Charitable activities

	2020 £	2019 £
Depreciation of computers	142	212
Printing, postage and stationery	739	1,476
Sundry	2,343	2,242
Website expenses	360	2,130
Repairs and renewals	483	1,529
Legal and professional fees	611	-
	<u>4,678</u>	<u>7,589</u>
Grant funding of activities (see note 8)	53,791	215,337
Share of governance costs (see note 9)	4,462	2,820
	<u>62,931</u>	<u>225,746</u>
<b>Analysis by fund</b>		
Unrestricted funds	36,317	228,144
Restricted funds	26,614	(2,398)
	<u>62,931</u>	<u>225,746</u>

There is negative restricted funds expenditure in the comparative year due to old grant commitments being written off as the bids haven't been pursued by the people asking for the grants.

### 8 Grants payable

	2020 £	2019 £
Grants to institutions:		
Medical equipment	42,129	173,183
Furniture and other equipment	500	29,507
Patient and staff benefits	11,162	12,647
	<u>53,791</u>	<u>215,337</u>

# FRIENDS OF CHICHESTER HOSPITALS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2020

### 9 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Audit fees	-	3,462	3,462	-	2,050	2,050
Accountancy	-	1,000	1,000	-	770	770
	<u>-</u>	<u>4,462</u>	<u>4,462</u>	<u>-</u>	<u>2,820</u>	<u>2,820</u>
Analysed between						
Charitable activities	-	4,462	4,462	-	2,820	2,820
	<u>-</u>	<u>4,462</u>	<u>4,462</u>	<u>-</u>	<u>2,820</u>	<u>2,820</u>

Governance costs includes payments to the auditors of £3,462 (2019- £2,050) for audit fees and £1,000 (2019- £770) for accountancy fees.

### 10 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but one of them was reimbursed a total of £596 printing and stationery expenses (2019- one was reimbursed £136).

### 11 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Total	-	-
	<u>-</u>	<u>-</u>

### 12 Transfers

There has been a transfer from unrestricted to restricted funds to correct the treatment of income last year that should have been in restricted but was allocated to unrestricted.

# FRIENDS OF CHICHESTER HOSPITALS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2020

### 13 Tangible fixed assets

	Freezers £	Shop fittings £	Computers £	Trolleys £	Sculpture £	Total £
<b>Cost</b>						
At 1 October 2019	7,494	14,686	9,739	3,108	5,500	40,527
At 30 September 2020	7,494	14,686	9,739	3,108	5,500	40,527
<b>Depreciation and impairment</b>						
At 1 October 2019	6,387	8,490	9,310	1,095	-	25,282
Depreciation charged in the year	277	1,549	142	201	-	2,169
At 30 September 2020	6,664	10,039	9,452	1,296	-	27,451
<b>Carrying amount</b>						
At 30 September 2020	830	4,647	287	1,812	5,500	13,076
At 30 September 2019	1,107	6,196	429	2,013	5,500	15,245

# FRIENDS OF CHICHESTER HOSPITALS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2020

### 14 Stocks

2020	2019
£	£

Stocks	10,734	12,656
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### 15 Debtors

2020	2019
£	£

Amounts falling due within one year:

Other debtors	110,519	120,830
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### 16 Creditors: amounts falling due within one year

2020	2019
£	£

Other taxation	-	1,037
Trade creditors	26,240	264,535
Accruals and deferred income	6,732	5,570
	32,972	271,142

# FRIENDS OF CHICHESTER HOSPITALS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2020

### 17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Movement in funds				
	Balance at 1 October 2018	Incoming resources	Resources expended	Transfers	Balance at 1 October 2019	Incoming resources	Resources expended	Transfers	Balance at 30 September 2020
	£	£	£	£	£	£	£	£	£
Eye Appeal	26,201	-	49	(26,250)	-	-	-	-	-
Ward Funds	23,273	548	2,349	-	26,170	10,619	(26,614)	3,678	13,853
Diabetic and Eye Units	64,522	-	-	-	64,522	-	-	-	64,522
H Kidd	-	350	-	-	350	-	-	-	350
	<u>113,996</u>	<u>898</u>	<u>2,398</u>	<u>(26,250)</u>	<u>91,042</u>	<u>10,619</u>	<u>(26,614)</u>	<u>3,678</u>	<u>78,725</u>

Eye Appeal - A restricted fund for the purchase of equipment for the Ophthalmology Eye Clinic.

Ward Funds - A restricted fund for donations made to the Friends for specific wards within the Chichester hospitals.

Diabetic and Eye Units - A restricted fund for the purchase of equipment for the Diabetes Centre and the Eye Department.



# FRIENDS OF CHICHESTER HOSPITALS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2020

### 18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 October 2018	Transfers	Balance at 1 October 2019	Movement in funds Incoming resources	Balance at 30 September 2020
	£	£	£	£	£
Legacy Reserve	347,584	(347,584)	-	-	-
Eye Appeal	116,159	(116,159)	-	-	-
Cancer Fund	13,736	(13,736)	-	-	-
MRI Appeal	-	725,932	725,932	-	725,932
	<u>477,479</u>	<u>248,453</u>	<u>725,932</u>	<u>-</u>	<u>725,932</u>

Legacy Reserve - A designated fund to be used to meet one off large requests from the hospitals for equipment or other capital expenditure.

Eye Appeal - A designated fund to provide for the final phase of the eye clinic equipment required to complete the Ophthalmology service within Chichester Hospital.

Cancer Fund - A designated fund to provide medical equipment of benefit to cancer patients.

MRI Appeal - A designated fund to support St Richard's Hospital's potential redevelopment of the Magnetic Resonance Imaging department.

### 19 Analysis of net assets between funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fund balances at 30 September 2020 are represented by:						
Tangible assets	13,076	-	13,076	15,245	-	15,245
Current assets/ (liabilities)	1,162,691	78,725	1,241,416	1,011,147	91,042	1,102,189
	<u>1,175,767</u>	<u>78,725</u>	<u>1,254,492</u>	<u>1,026,392</u>	<u>91,042</u>	<u>1,117,434</u>

### 20 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).

# **FRIENDS OF CHICHESTER HOSPITALS**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** ***FOR THE YEAR ENDED 30 SEPTEMBER 2020***

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### **21 Auditors' Ethical Standards**

The relevant circumstances requiring disclosure in accordance with the requirements of FRC Ethical Standard 2016 - Provisions Available for Audits of Small Entities are that, in common with many charities of our size and nature we use our auditors to assist with the preparation of the accounts.