

FRIENDS OF CROWBOROUGH HOSPITAL

TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

Charity No: 231379

# FRIENDS OF CROWBOROUGH HOSPITAL

## Charity Information

### Trustee

Judith Brown (co-opted 30 March 2021)	
Barbara Divall (resigned 19 March 2021)	
Peter Ellefsen (resigned 17 March 2021)	
Richard Hallett MBE	Vice President
Rosalind Marriott (resigned 18 March 2021)	
Rosemary Marsh (co-opted 30 March 2021)	
Terry Moon (resigned 18 March 2021)	
Kay Moss (co-opted 30 March 2021)	
Juliet Morris	Treasurer
Dr Cathryn Stokes (resigned 19 March 2021)	President (Emerita)
Sharon Taylor (co-opted 30 March 2021)	Charity Secretary
Russell Wakefield (resigned 18 March 2021)	
Chantal Wilson (resigned 18 March 2021)	

**Charity Number** 231379

**Charity Offices** Crowborough Hospital  
South View Road  
CROWBOROUGH  
East Sussex  
TN6 1HB

**Independent Examiner** Robin Farmer FCCA

**Bankers** Barclays Bank plc  
Tunbridge Wells  
Kent

## FRIENDS OF CROWBOROUGH HOSPITAL

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# FRIENDS OF CROWBOROUGH HOSPITAL

## Trustees' Report for the year ended 31 March 2021

The trustees present their report and accounts for the year ended 31 March 2021.

### Trustees

The Trustees named on Page 1 have served during the year. Appointment of Trustees is governed by the Trust Deed of the charity. Trustees are drawn from the membership of the charity. The Board of Trustees, which normally meets monthly is authorised to appoint from the charity's membership new Trustees to fill vacancies. New Trustees are formally elected at the next Annual General Meeting having undergone a selection process to ensure suitability and maintenance of an appropriate skills mix. A minimum of 7 Trustees is required for the committee to act beyond recruitment of new members or calling a General Meeting. None of our Trustees receive remuneration or other benefit from their work with the charity. With the support and assistance of Sussex Community Foundation NHS Trust the Trustees have reviewed their recruitment and induction procedures for both volunteers and Trustees and appointed one of their number to manage and monitor these important aspects. Induction and training ensures understanding of the legal obligations, the charity's Constitution, processes, protocols, and decision making.

### Investment Powers

The Trust Deed authorises the trustees to make and hold investments using the general funds of the charity, but no such investments are currently held.

### Constitution, Aims and Objectives

The Friends of Crowborough Hospital is constituted by Trust Deed and its objects are to raise funds for the welfare of Crowborough Hospital, its patients, and staff.

The policy of the Friends of Crowborough Hospital continues to be to seek additional funds to continue with the above.

### Reserves Policy

The reserves policy of the Friends is to maintain sufficient funds to meet 6 months' costs together with a sinking fund to enable replacement of its vehicles which underpin its transport service and to set aside funds in respect of purchases and services it has agreed to support. In this respect the Friends have reserved funds of £98,538.72 at 31 March 2020 including £6,000.09 in respect of an in-memoriam donation that awaits an appropriate funding request and £659.74 specifically for the benefit of the Birthing Centre. The reserves also include some £40,719.95 to ensure the ability to meet the revenue costs of the Social Day Service for the medium term and £11,158.94 to meet the cost of assorted items for which funding agreement has been provided together with an operational reserve of £20,000. Furthermore, £20,000 is held in a sinking fund to support future replacement of the vehicles as proves necessary, further funds will be set aside during the coming years with the intention of ensuring a suitable amount is available when required.

### Risk Management

The Trustees recognise the importance of not only identifying and managing risk but also ensuring the maintenance of accurate and detailed records of the efforts made to avoid and ameliorate risk. Procedures are in place to ensure that in the event of an accident or incident this is recorded, reported appropriately, tracked and any learnings introduced. Where appropriate Disclosure and Barring Service checks are undertaken. The Trustees review on an ongoing basis its Social Day Service procedures, its procedures and protocols against the 'Charity Governance Code for smaller charities and its responsibilities under the General Data Protection Regulations.

# FRIENDS OF CROWBOROUGH HOSPITAL

## Public Benefit

During the year, the Friends of Crowborough Hospital purchased equipment and spent directly for the benefit of the hospital at a cost of £12,391.61 and also spent a further £21,468.38 for the benefit of the patients. Within these figures the Friends have supported the Outpatients Department, Minor Injuries, the General Ward, the Birthing Centre, Occupational Therapy, In Patient Rehabilitation and Hotel Services.

The Friends continue to meet the cost of the highly successful Social Day Service at the Day Centre on Monday and Friday each week together with the standing practice of providing a teddy bear to every baby born in the Birthing Centre, paying for toys to be given to children attending Minor Injuries, the annual subscription for magazines in the Outpatients' waiting area and presents for all the in patients at Christmas.

The officers of the charity keep a careful eye on the evolving local health economy, and in recent years have developed strong senior level relationships with HWLH CCG, SCFT, and MTWT amongst others. These relationships are important to enable the work of the charity to encourage, support and supplement developments regarding services at Crowborough Hospital, and have enabled the Friends of Crowborough Hospital to play a strategic role as a stakeholder in the development and welfare of Crowborough Hospital.

This involvement is typified, for example, by providing an award-winning Social Day Service in the Day Centre two days a week that supplements the work of SCFT the trustees review of which has shown it to provide patient benefit on an extremely cost-efficient basis.

## Future Plans

As we look to the future, these relationships with local healthcare commissioners and providers are helping the Friends to identify opportunities for us to provide support to their future initiatives and to further develop the Social Day Service as an important and integral part of the local health economy. Although the exact details of what provision the Friends may make is to an extent dependent upon the programme of works that those bodies may undertake, the Friends of Crowborough Hospital are now well positioned as a highly regarded and supportive stakeholder enabling it to contribute to the development of health services based on Crowborough Hospital.

## Financial View

Funds available are sufficient to permit the charity to continue in operation in the medium term, given the continued support of the local community.

## Statement of Trustees' responsibilities

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 145 of the Charities Act 2011) and that an independent examination is needed.

In preparing the accounts the Trustees should follow best practice and

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law and regulations. 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.

## Approval

This report was approved by the Trustees on the 21 July 2021 and signed on their behalf

Juliet Morris  
Trustee

# FRIENDS OF CROWBOROUGH HOSPITAL

## Report of the Independent Examiner to the Trustees of the Friends of Crowborough Hospital

I have examined the financial statements for the year ended 31 March 2021 on pages 6 to 10 which have been prepared under the historical cost convention and the accounting policies set out on page 4.

### Respective responsibilities of trustees and examiner

As described on page 4 the charity's Trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom accounting standards. The charity's Trustees consider an audit is not required for this year under section 144 of the Charities Act 2011 (the Act) and that an independent examination is required.

It is my responsibility as examiner to:

Examine the accounts (under section 145 of the 2011 Act)

Follow the procedures laid down in the general directions given by the Charity Commission (under section 145(b) of the Act)

State whether particular matters have come to my attention.

I read the Report of the Trustees and consider the implications for my report if I become aware of any apparent misstatements within it.

### Basis of Independent Examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair" view, and the report is limited to those matters set out in the statement below.

### Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Robin Farmer FCCA  
Woodclyffe  
Eight Bells Close  
Buxted  
East Sussex  
TN22 4JT

Dated: 25 July 2021

# FRIENDS OF CROWBOROUGH HOSPITAL

## Statement of Financial Activities For the year ended 31 March 2021

	Notes	Restricted Funds <u>2021</u>	Unrestricted Funds <u>2021</u>	Restricted Funds <u>2020</u>	Unrestricted Funds <u>2020</u>
<b>Incoming Resources</b>		£	£	£	£
Legacies			5,000		65,152
Fundraising Ventures	2	200	34,891	371	49,266
Interest	3		404		641
<b>Total Income Resources</b>		<b><u>200</u></b>	<b><u>40,295</u></b>	<b><u>371</u></b>	<b><u>115,059</u></b>
<b>Resources Expended</b>					
<b>Direct Charitable</b>	7 & 8		33,074	546	35,441
<b>Other Expenditure</b>					
Fundraising costs	4		1,300		16,109
Charity administration	5		3,312		4,724
Prior year adjustment	6		(16,002)		0
<b>Total Expenditure</b>		<b><u>0</u></b>	<b><u>21,684</u></b>	<b><u>546</u></b>	<b><u>56,274</u></b>
<b>Net movement in funds for the year</b>		200	18,611	(175)	58,785
<b>Total funds brought forward</b>		459	575,755	634	516,970
<b>Total funds carried forward</b>		<b><u>659</u></b>	<b><u>594,366</u></b>	<b><u>459</u></b>	<b><u>575,755</u></b>

There were no recognised gains or losses for 2021 or 2020 other than those included in the Statement of Financial Activities.

The notes on pages 8 to 10 form part of these accounts

# FRIENDS OF CROWBOROUGH HOSPITAL

## Balance Sheet As at 31 March 2021

	Notes	Restricted Funds <u>2021</u> £	Unrestricted Funds <u>2021</u>	Restricted Funds <u>2020</u>	Unrestricted Funds <u>2020</u>
<b>Fixed Assets</b>					
Ambulances	9		0		0
Improvements to Property	9		0		1,935
Computer	9		0		0
<b>Current Assets</b>					
Cash at bank			485,193		482,650
Reserved Funds	10	659	97,880	459	94,297
Cash on Hand			0		822
Accrued Income			8,582		8,795
Debtors	11		359		0
Shop Stock			2,425		3,434
<b>Creditors: Amounts falling due within one year</b>					
Creditors	12		73		16,178
<b>Total assets less current</b>					
<b>Liabilities</b>		<b>659</b>	<b>594,366</b>	<b>459</b>	<b>575,755</b>
<b>Capital</b>		<b>659</b>	<b>594,366</b>	<b>459</b>	<b>575,755</b>

Approved by the trustees on 21 July 2021 and signed on their behalf.

Juliet Morris  
**Trustee**

The notes on pages 8-10 form part of these accounts.



Notes to the Accounts  
For the year ended 31 March 2021

**1** Accounting policies

**1.1** Basis of preparation of accounts

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' report and all of which are continuing.

The accounts have been prepared in accordance with the Statement of Recommended Practice for charity accounts.

The charity has taken advantage of the exemption in Financial Reporting Standard no.1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

**1.2** Income

The income from fundraising ventures is shown gross with the associated costs included in fundraising costs. No permanent endowments have been received in the year.

**1.3** Value Added Tax

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

**1.4** Fundraising Costs

Fundraising expenditure comprises costs incurred in inducing people and organisations to contribute financially to the charity's work. This includes the cost of advertising for donations and the staging of fundraising events.

**1.5** Administration Expenditure

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activity of fundraising ventures.

**1.6** Tangible Fixed Assets

Whilst previously depreciation has been provided at the following annual rates in order to write off each asset over its estimated useful life as the recently purchased wheelchair ambulance was not at first registration it was decided to immediately amortize the full cost.

Improvements to property	10% on cost
Ambulance	25% reducing balance
Computer	33% on cost

**2** Fundraising Income

	2021 £	2020 £
Annual Fete	0	17,942
Hospital Shop	1,404	16,108
Other Fundraising	31,801	9,022
Gift Aid tax refunds	1,886	0
	<u>35,091</u>	<u>43,072</u>
Social Day Service	0	6,565
	<u>35,091</u>	<u>49,637</u>

Notes to the Accounts  
For the year ended 31 March 2021

	2021	2020
<b>3</b> Investment Income		
	£	£
Cash investments	404	641
<b>4</b> Fundraising costs		
	£	£
Direct costs of fundraising events	1,300	16,109
<b>5</b> Administration Expenditure		
	£	£
Other administration costs	3,312	4,724
<b>6</b> Prior Year Adjustment		
	£	£
Over provision for projects in previous years	16,002	0
<b>7</b> Direct charitable expenditure		
	£	£
Equipment for hospital	10,457	4,995
Expenditure on patients & staff of hospital	3,123	4,430
Depreciation -		
improvements to property	1,935	2,484
Amortization -		
ambulance		
wheelchair ambulance		
	<u>15,515</u>	<u>11,909</u>
Social Day Service	<u>17,559</u>	<u>24,078</u>
	<u>33,074</u>	<u>35,987</u>
<b>8</b> Staff Costs		
	£	£
No remuneration was paid to trustees in the year		
Trustees' expenses reimbursed	0	0
The average weekly number of staff employed by the charity during the year was as follows:		
Social Day Service	1	1
Wages	12,181	11,500
<b>9</b> Tangible Fixed Assets for use by the Charity		
	£	£
Cost at 31 March 2020		
Opening cost	97,909	97,909
Additions in the year		
Disposals in the year		
Total cost	<u>97,909</u>	<u>97,909</u>
Depreciation at 31 March 2021		
Opening Depreciation	95,974	93,490
Charge for the year	<u>1,935</u>	<u>2,484</u>
Total Depreciation	<u>97,909</u>	<u>95,974</u>
Net Book Value	0	1,935

Notes to the Accounts  
For the year ended 31 March 2021

	2021	2020
<b>10</b>		
Restricted Funds	£	£
Donations specifically for the benefit of the Birthing Centre	659	459
<b>11</b>		
Debtors	£	£
Payroll taxes debtor	359	0
	<u>359</u>	<u>0</u>
<b>12</b>		
Creditors: Amounts falling due in one year	£	£
Staff pension creditor	73	0
Hospital Shop suppliers	0	176
Staff costs	0	5,912
Miscellaneous expenses		
Accrued catering costs - Social Day Service	0	10,090
	<u>73</u>	<u>16,178</u>

**13** Charitable Commitments

The Friends of Crowborough Hospital have agreed with the local healthcare providers to continue to support the hospital through a programme of project based initiatives and donations.