

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

England & Wales · Charity number 251356

Details

Other names	THE FRIENDS OF THE BURY ST EDMUNDS HOSPITAL
Status	Registered
Legal form	Other
Registered	1967-03-06
Register	View on the Charity Commission register

Contact

Address	Voluntary Services West Suffolk Hospital Hardwick Lane Bury St. Edmunds IP33 2QZ
Phone	01284713169
Email	volunteer.services@wsh.nhs.uk
Website	www.friendsofwsh.co.uk

Activities

Objects: THE OBJECT OF THE FRIENDS SHALL BE TO PRESERVE AND PROTECT THE HEALTH OF THE COMMUNITY BY PROVIDING EQUIPMENT, REFURBISHMENT OF FACILITIES, ENHANCEMENTS TO SERVICES AND ITEMS OF COMFORT IN CASES WHERE THE TRUST IS UNABLE TO PROVIDE THE APPROPRIATE FUNDS. THE EXPRESSION 'THE COMMUNITY' MEANS THE AREA OF BENEFIT SERVED BY THE FRIENDS COMPRISING THE PATIENTS, STAFF AND VISITORS OF THE WEST SUFFOLK NHS FOUNDATION TRUST (THE TRUST) AND ITS ASSOCIATED COMMUNITY HEALTHCARE SERVICES. FOR CLARIFICATION, THE AREA OF BENEFIT EXTENDS ACROSS THE SPECTRUM OF ACUTE AND EMERGENCY SERVICES TO SERVICES PROVIDED BY ALLIED HEALTH PROFESSIONALS, FOR BOTH ADULTS AND CHILDREN, AND FOR BOTH HOSPITAL IN-PATIENTS AND OUT-PATIENTS AND THOSE PATIENTS ATTENDING COMMUNITY HEALTHCARE SERVICES.

Activities: To accept subscriptions, donations and legacies in order to provide equipment, refurbishment of facilities, enhancements to services and items of comfort in cases where The West Suffolk NHS Foundation Trust is unable to provide the appropriate funds.

Classification

- **How:** Makes Grants To Organisations, Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** BURY ST EDMUNDS
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£31,604	£75,554	-	-
2024-06-30	£59,588	£82,825	-	-
2023-06-30	£32,823	£29,996	-	-
2022-06-30	£21,340	£5,348	-	-
2021-06-30	£41,169	£3,322	-	-

Trustees

Name	Role	Appointed
JULIE MACLEOD	Chair	
ANGELA PEARCE		
JUDY CORY		
ROSEMARY LONGMAN		
Sarah Steele		
Tonia Dawson		2026-04-01

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

England & Wales - Charity number 251356

Accounts



Patron: The Marquess of Bristol

ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2025

Charity Number 251356

Affiliated to Attend

(Formerly the National Association of Hospital Community Friends)

**Knights Lowe
Chartered accountants
Eldo House, Kempson Way
Bury St Edmunds
Suffolk IP32 7AR**

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

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Annual Subscriptions	10

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

TRUSTEES ANNUAL REPORT
For the year ended 30th June 2025

Friends Trustees

Mrs Julie Macleod	Chair
Mrs J Cory	Vice Chair
Mrs S Steele	Treasurer and Secretary
Mr D Cory (resigned 20/11/2024)	
Mrs R Longman	
Mrs A Pearce	
Mr D Blackman (resigned 20/11/2024)	

Administrative information

Correspondence address

The Friends of West Suffolk Hospital
C/o Voluntary Services
West Suffolk NHS Foundation Trust
Hardwick Lane
Bury St Edmunds
IP33 2QZ

Tel no: 01284 713169

Email: voluntary.services@wsh.nhs.uk

Email Friends Treasurer: treasurer@friendsofwsh.co.uk

Structure and governance

The Friends of West Suffolk Hospital Trustees Committee is comprised of 5 Trustees. They are joined, by invitation, by the Trust's Deputy Director of Workforce, Organisational Development and Learning who represents the Trust in an advisory capacity, the Trust's Volunteer Services Lead, and The Friends' Shop Manager.

Under normal circumstances the Trustees meet once every two months to give oversight and guidance to issues and opportunities arising from the charity's financial position, its membership, the staffing and general running of the Friends Shop, and any other matters arising from its inter-relationship with the Trust itself and the Trust's own charity My Wish. Again, under normal circumstances, the Trustees will hold an Annual General Meeting once a year to whom all members are explicitly invited. This invitation accompanies a printed copy of the charity's Annual Report for the year.

Of primary importance to the Trustees is the opportunity to help The West Suffolk NHS Foundation Trust and its associated community healthcare services through grants for equipment, refurbishment of facilities, enhancements to services and items of comfort in cases where The Trust is unable to provide the appropriate funds. When sufficient funds are available, bids for projects are requested (normally once a year). Those bids that can be shown to offer clear benefit to a wide spectrum of patients, staff and visitors; value for money; and security/longevity of the investment, are then awarded grants where the charity's available funds permit.

The Charity's Constitution allows for between 5 and 9 Trustees. From time to time, the Trustees will write out to all members inviting expressions of interest in becoming a Trustee - particularly where the Committee can see a need for a particular skill set. Anyone, whether a current member or not, who has an interest in becoming a Trustee is also welcome to contact the Chair or the Treasurer at any time. They will be given an

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

TRUSTEES ANNUAL REPORT
For the year ended 30th June 2025

Structure and governance (*continued*)

opportunity to join one of the normal Trustee meetings and will then have a more formal meeting with either the Chair or the Vice-Chair. If both parties are still interested, the Committee will discuss and vote on the subject as normal.

The Charity's Constitution is publicly available on the Charities Commission website - or by specific request to the Secretary.

Chairmans report - Review of activities and objectives, achievements and performance.

During the year, the charity continued to operate the shop. This has the two-fold effect of providing much needed goods to patients and visitors to the hospital, whilst also raising funds to enable grants to be made for purchase of various items for use by the Hospital. Details of these grants are set out in note 4.

It has been another busy year for the staff and volunteers at the West Suffolk Hospital. I am delighted to say that volunteers are returning to the trust across many departments, including The Friends. We have five new recruits that have joined our dedicated team, three who are helping in the shop and 2 that help with the trolley service that visits our wards.

Like everyone, we have seen a significant increase in prices of our stock but with Lizzie's sharp purchasing prowess, we are still able to keep our prices competitive. The Friends have always been proud of the service and support that we provide for patients, staff and visitors and we look forward to continuing that moving forward.

As always, we couldn't do it without the incredible people that make up our amazing team of volunteers who turn out in all weathers, come rain or shine. My thanks also to Lizzie and her team, support from Lee Ranson and his volunteer department and Dr Carol Steed who represents the trust directors as our advisor. My thanks to our board of trustees, especially our magnificent treasurer who keeps the wheels on track and us compliant within our constitution.

If you might be interested in becoming a trustee or a volunteer, please do get in touch – contact details are above.

Financial review

During the year, net outgoing resources amounted to £43,950 compared to £23,237 for the previous year. Further detail is shown on page 4 of the accounts. Fund balances carried forward amount to £78,460 (2024 - £122,410)

Reserves Policy

All funds are held for the benefit of the hospital and its patients. In considering the reserves policy, the Trustees have identified the need to hold back sufficient funds to ensure any unforeseen emergency expenditure can be honoured and to ensure that the Friends Shop can continue to run should any of its management staff require long term sick leave.

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

TRUSTEES ANNUAL REPORT
For the year ended 30th June 2025

Funds held as Custodian

No charitable funds are held by any Trustee as custodian.

Signed on behalf of the Board of Trustees


Julie MacLeod
Chairman

Date: 16/10/25

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**(Registered Charity No.251356)****STATEMENT OF FINANCIAL ACTIVITIES****For the year ended 30th June 2025**

		<u>Restricted</u>	<u>Unrestricted</u>	<u>2025</u>	<u>2024</u>
		£	£	£	£
Income and Expenditure					
Income:					
Annual Subscriptions		-	520	520	520
Memorial Donations	Note 2	-	239	239	635
Personal & Special Donations	Note 2	-	1,675	1,675	310
Legacies	Note 3	-	14,880	14,880	36,625
Friends Collection Boxes		-	156	156	31
Lost property sale		-	4,435	4,435	81
Income Tax recovered on Gift Aid		-	73	73	97
		-	21,978	21,978	38,299
Profit from Shop	Note 5	-	9,626	9,626	21,289
Total Income		-	31,604	31,604	59,588
Direct Charitable Expenditure					
Charitable Project Grants	Note 4		72,152	72,152	79,080
Other Expenditure					
Independent Examination Fee		-	1,500	1,500	1,400
Insurance and Attend Membership		-	754	754	1,217
Website Costs			948	948	951
Subscriptions paid			-	-	-
Other expense		-	200	200	177
Total Expenditure		-	75,554	75,554	82,825
Net (outgoing)/incoming resources		-	(43,950)	(43,950)	(23,237)
Fund balance brought forward		-	122,410	122,410	145,647
Fund balance carried forward		-	78,460	78,460	122,410

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

(Registered Charity No.251356)

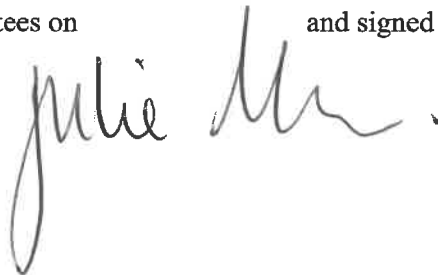
BALANCE SHEET

As at 30th June 2025

	<u>2025</u>	<u>2024</u>
	£	£
Current Assets		
Stock	13,312	13,065
Gift Aid Tax due	166	94
VAT Debtor	12,079	
Other debtors	78	14,102
Cash at Bank :		
Current account	18,175	17,209
CAF Main account	58,127	165,521
CAF Shop account	6,858	7,775
Cash in Hand :	<u>2,891</u>	<u>2,552</u>
	<u>111,686</u>	<u>220,318</u>
Current Liabilities		
Trade Creditors	31,726	93,835
VAT	-	2,723
Independent Examination Fee	<u>1,500</u>	<u>1,350</u>
	<u>33,226</u>	<u>97,908</u>
Net Assets	<u><u>78,460</u></u>	<u><u>122,410</u></u>
Represented by:		
Unrestricted Income Funds	<u><u>78,460</u></u>	<u><u>122,410</u></u>

Approved by the Trustees on _____ and signed on their behalf by:

Mrs Julie Macleod
Chairman



14/10/25

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

(Registered Charity No.251356)

NOTES TO THE ACCOUNTS

For the year ended 30th June 2024

1. Accounting Policies

General

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 (FRS 102) (effective 1 January 2019), Financial Reporting Standard 102, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland and the Charities Act 2011 and have been prepared under the historical cost convention.

Fund Accounting

Unrestricted funds consist of funds which the trust may use at its discretion for its main objects.

Restricted Funds consist of funds received for specific projects on which the donor has imposed restrictions for its application.

Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donations are recognised when the charity has received the money. Legacy gifts are recognised on a case by case basis.

Expenditure recognition

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 settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

2 Donations

	<u>2025</u>
	£
Memorial Donations	
In memory of Jack Ince	74
In memory of Margaret Partridge	165
	<hr/>
	239
	<hr/> <hr/>
Donations	
Mr I Chapman	1,000
Mr & Mrs M Sibley	100
Mrs GK Laursen-Jones	100
Mrs ME Burton	50
Muntons Plc	100
Mr D Martin	45
Much Loved and Paypal giving funds	250
Others of £25 and less	30
	<hr/>
	1,675
	<hr/> <hr/>

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**(Registered Charity No.251356)****NOTES TO THE ACCOUNTS****For the year ended 30th June 2024**

3. Legacies	<u>2025</u>
	£
Unrestricted Funds	
The late Mr Roger Russell-Smith	5,000
The late Mr Henry Alfred Noquet	1,880
The late Dr Ruth Lister	5,000
The late Mr Charles Young	3,000
	<u>14,880</u>
4 Charitable Project Grants	<u>2025</u>
	£
Unrestricted Funds	
Courtesy packs	345
EBME, Vascular pocket Doppler and Probe	2,523
Clinical Support, instruments for carpal tunnel decompression procedure	623
Day Surgery, Rational 10 Grid Combi Oven	3,476
Estates/Catering, 4 reclining treatment chairs, 1 venesection trolley	8,920
Medical Treatment Unit, 10 patient transfer chairs	6,179
Wheelchair Services, Airway Training Management Model	7,556
Anaesthetics and Critical Care, Blinds and analogue clocks	3,355
Maternity, Garden patio awning	48
Sudbury Community Team, Various chairs	246
Mortuary/ Bereavement Services, 5 airflow optivos	2,046
Surgical, i-pad, desk and phlebotomy chair	16,263
R&D, External room hire in lieu of EVAC chair and multiple items	1,089
Community SLT, Second VAAFT device	1,638
General Surgery, 3 highback armchairs	8,326
Estates, Children's equipment	821
Donation to Ward F5	607
Donation to Ward F5 - committed not yet expended (see note below)	393
Committed funding not yet expended (see note below)	7,891
Part- rescinded grant from previous year - Macmillan Unit	(233)
Other grants under £50	40
	<u>72,152</u>

Each year, the trustees authorise a level of grant funding to be paid out and this is initially allocated to specific bids received at that time. The committed amount is paid to West Suffolk Hospital Foundation Trust who appropriate the goods on behalf of the charity. On occasions, actual expenditure differs from that in the original bids made. The committed but unspent funds are held by the hospital trust and the trustees agree additional projects to expend the funds. The original amount committed remains unchanged and is recognised in the accounts in the year it is authorised by the trustees.

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**(Registered Charity No.251356)****NOTES TO THE ACCOUNTS****For the year ended 30th June 2024**

5 The Hospital Shop	<u>2025</u>		<u>2024</u>	
	£	£	£	£
Shop Income				
Sales		193,232		194,113
Donations to shop		15,358		14,949
		<u>208,590</u>		<u>209,062</u>
Cost of Sales				
Opening Stock	13,065		12,545	
Purchases and consumables	<u>124,104</u>		<u>125,753</u>	
	137,169		138,298	
Closing Stock	<u>13,312</u>		<u>13,065</u>	
		<u>123,857</u>		<u>125,233</u>
Gross Profit		84,733		83,829
Interest Income		207		295
Expenses				
Wages	68,666		56,045	
Rates	474		289	
Charges	6,125		6,310	
Sundry	<u>49</u>		<u>191</u>	
		<u>75,314</u>		<u>62,835</u>
Net Profit/(Loss)		<u>9,626</u>		<u>21,289</u>

6 Contingent Asset - Legacy Income

As at 30 June 2025, the charity had been notified of one residuary legacy. No interim payments have been paid but the value of the residual legacy is estimated by the estate solicitors to be between £40,000 and £50,000. At the date of signing these accounts, no further information has been received and so no further amounts due from the legacy have been accrued.

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF
THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30th June 2025 which are set out on pages 1 to 8.

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 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 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.



James Knights ACA
The Institute of Chartered Accountants in England and Wales

Knights Lowe
Chartered Accountants
Eldo House
Kempson Way
Bury St Edmunds
Suffolk IP32 7AR

Date:16.10.2025.....

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

THIS PAGE DOES NOT FORM PART OF THE STATUTORY ACCOUNTS

ANNUAL SUBSCRIPTIONS 2023/24

Anon2	5.00	Mrs G Harris	5.00
Mrs P Arbon	10.00	Mrs D Kirkham	20.00
Mr P Attwood	20.00	Mr & Mrs Lewis	5.00
Mrs B R Barber	25.00	Mrs R Longman	5.00
Mr & Mrs D Blackman	10.00	Mr D Martin	5.00
Mrs E Bray	20.00	Mrs J Moore	10.00
Mr A D Butcher	10.00	Mr S Orbell	5.00
Mrs J Campbell	10.00	Ms V Pashler-Wright	20.00
Mrs E J Clarke	10.00	Mrs A Pearce	5.00
Mr & Mrs AC Clements	20.00	Mrs G Pettitt	5.00
Miss M Colegate	10.00	Mr J E Rand	5.00
Mr & Mrs G Copsey	20.00	Mr P Raven	5.00
Mr D Crawley	10.00	Mrs D Rogers	5.00
Mrs A Denby	5.00	Mr M Smith	5.00
Mr J D Dennis	5.00	Mrs C J Springer	20.00
Mr & Mrs J D Dennis	10.00	Mrs S A Steele	20.00
Mrs J Devereux	5.00	Mr J M Trappes-Lomax	5.00
Ms E. English	20.00	Mrs S Veale	20.00
Miss K Fleming	20.00	Ms B Victoria	10.00
Mrs A K Freeman	5.00	Mrs R E Wallace	10.00
Mr J Glen	10.00	Mr S R Whitwell	25.00
Mrs J Grant	10.00	Mrs D Wright	5.00
Mrs L Griffith	10.00	Mr & Mrs C Young	10.00
J A Hardy	10.00		
		Total	520

Due to the cost of stationery and postage, the Friends will no longer provide written receipts for subscriptions. E-mail receipts will gladly be sent if the member has provided their e-mail address

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

England & Wales - Charity number 251356

Accounts



Patron: The Marquess of Bristol

ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2024

Charity Number 251356

Affiliated to Attend

(Formerly the National Association of Hospital Community Friends)

**Knights Lowe
Chartered accountants
Eldo House, Kempson Way
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THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

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THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

TRUSTEES ANNUAL REPORT
For the year ended 30th June 2024

Friends Trustees

Mrs Julie Macleod	Chair
Mrs J Cory	Vice Chair
Mrs S Steele	Treasurer and Secretary
Mr D Cory	
Mrs R Longman	
Mrs A Pearce	
Mr D Blackman	

Administrative information

Correspondence address

The Friends of West Suffolk Hospital
C/o Voluntary Services
West Suffolk NHS Foundation Trust
Hardwick Lane
Bury St Edmunds
IP33 2QZ

Tel no: 01284 713169

Email: voluntary.services@wsh.nhs.uk

Email Friends Treasurer: treasurer@friendsofwsh.co.uk

Chairmans report - Review of activities and objectives, achievements and performance.

We have had a busy year within The Friends, with the shop increasing its turnover and popularity and the Trustees awarding grants to various departments across the Trust.

Lizzie and her team have continued to serve the patients, visitors and staff with their enthusiasm in the shop on the ground floor, the online shop, and the trolley service which visits the wards.

A new streamlined process for staff to apply for grants to The Friends, implemented last year, proved to be a great success, with applicants shortlisted making presentations to the trustees, which helped in reaching decisions in a timelier fashion. We have been partnering with the trusts communications department in securing publicity within the community and media. Our thanks to Dr Carol Steed, deputy director of Workforce, Organisational Development and Learning, for her support and assistance with both this and the new process for grant applications. A new round of applications will be invited imminently.

We have bid farewell to Gwyneth Pettit, assistant to Lizzie who has been with The Friends almost 20 years. We wish her well in her much deserved retirement.

My thanks to our Trustees for their attendance, diligence and enthusiasm over the past year. As we head into the new year, we shall also bid fond farewell to Trustee Mr David Cory, who has been a part of the West Suffolk Hospital man and boy in some form or another for more than 60 years.

As always, the charity wouldn't run in the smooth effective way that it does without our Treasurer Sarah Steele, who keeps all the T's crossed and the I's dotted – we thank Sarah for her dedication.

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

TRUSTEES ANNUAL REPORT
For the year ended 30th June 2024

Chairmans report - Review of activities and objectives, achievements and performance (continued)

Finally, my personal thanks to our volunteers who attend the hospital day in day out, come rain or shine, to assist in the shop and the trolley service. Also to the staff in Voluntary Services, you are much appreciated and of course to you our Members.

Financial review

During the year, net outgoing resources amounted to £23,237 compared to net incoming resources of £2,827 for the previous year. Further detail is shown on page 4 of the accounts. Fund balances carried forward amount to £122,410 (2023 - £145,647)

Structure and governance

The Friends of West Suffolk Hospital Trustees Committee comprises of 7 Trustees. They are joined, by invitation, by the Trust's Deputy Director of Workforce, Organisational Development and Learning who represents the Trust in an advisory capacity, the Trust's Voluntary Services Manager, and The Friends' Shop Manager.

Under normal circumstances the Trustees meet once every two months to give oversight and guidance to issues and opportunities arising from the charity's financial position, its membership, the staffing and general running of the Friends Shop, and any other matters arising from its inter-relationship with the Trust itself and the Trust's own charity My Wish. Again, under normal circumstances, the Trustees will hold an Annual General Meeting once a year to whom all members are explicitly invited. This invitation accompanies a printed copy of the charity's Annual Report for the year.

Of primary importance to the Trustees is the opportunity to help The West Suffolk NHS Foundation Trust and its associated community healthcare services through grants for equipment, refurbishment of facilities, enhancements to services and items of comfort in cases where The Trust is unable to provide the appropriate funds. When sufficient funds are available, bids for projects are requested (normally once every 12-18 months). Those bids that can be shown to offer clear benefit to a wide spectrum of patients, staff and visitors; value for money; and security/longevity of the investment, are then awarded grants where the charity's available funds permit.

The Charity's Constitution allows for between 5 and 9 Trustees. From time to time, the Trustees will write out to all members inviting expressions of interest in becoming a Trustee - particularly where the Committee can see a need for a particular skill set. Anyone, whether a current member or not, who has an interest in becoming a Trustee is also welcome to contact the Chair or the Treasurer at any time. They will be given an opportunity to join one of the normal Trustee meetings and will then have a more formal meeting with either the Chair or the Vice-Chair. If both parties are still interested, the Committee will discuss and vote on the subject as normal.

The Charity's Constitution is publicly available on the Charities Commission website - or by specific request to the Secretary.

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

TRUSTEES ANNUAL REPORT
For the year ended 30th June 2024

Reserves Policy

All funds are held for the benefit of the hospital and its patients. In considering the reserves policy, the Trustees have identified the need to hold back sufficient funds to ensure any unforeseen emergency expenditure can be honoured and to ensure that the Friends Shop can continue to run should any of its management staff require long term sick leave.

Funds held as Custodian

No charitable funds are held by any Trustee as custodian.

Signed on behalf of the Board of Trustees

Julie MacLeod
Chairman

A handwritten signature in black ink, appearing to read 'Julie MacLeod', written over a faint, illegible stamp.

Date: 31.10.2024

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

(Registered Charity No.251356)

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30th June 2024

		Restricted	Unrestricted	2024	2023
		£	£	£	£
Income and Expenditure					
Income					
Annual Subscriptions		-	520	520	845
Memorial Donations	Note 2	-	635	635	448
Personal & Special Donations	Note 2	-	310	310	923
Legacies	Note 3	-	36,625	36,625	20,774
Friends Collection Boxes		-	31	31	81
Lost property sale		-	81	81	216
Income Tax recovered on Gift Aid		-	97	97	137
		-	38,299	38,299	23,424
Profit from Shop	Note 5	-	21,289	21,289	9,399
Total Income		-	59,588	59,588	32,823
Direct Charitable Expenditure					
Charitable Project Grants	Note 4		79,080	79,080	27,086
Other Expenditure					
Independent Examination Fee		-	1,400	1,400	1,250
National League of Friends – Insurance		-	1,217	1,217	1,159
Website Costs		-	951	951	501
Other expense		-	177	177	-
Total Expenditure		-	82,825	82,825	29,996
Net (outgoing)/incoming resources		-	(23,237)	(23,237)	2,827
Fund balance brought forward		-	145,647	145,647	142,820
Fund balance carried forward		-	122,410	122,410	145,647

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

BALANCE SHEET
As at 30th June 2024

	<u>2024</u>	<u>2023</u>
	£	£
Current Assets		
Stock	13,065	12,545
Gift Aid Tax due	94	146
Other debtors	14,102	15,985
Cash at Bank :		
Current account	17,209	370
CAF Main account	165,521	154,929
CAF Shop account	7,775	3,313
Cash in Hand :	2,552	2,809
	<u>220,318</u>	<u>190,097</u>
Current Liabilities		
Trade Creditors	93,835	39,972
VAT	2,723	3,228
Independent Examination Fee	1,350	1,250
	<u>97,908</u>	<u>44,450</u>
Net Assets	<u>122,410</u>	<u>145,647</u>
Represented by:		
Unrestricted Income Funds	<u>122,410</u>	<u>145,647</u>

Approved by the Trustees on 31.10.24 and signed on their behalf by:

Mrs Julie Macleod
Chairman

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

NOTES TO THE ACCOUNTS
For the year ended 30th June 2024

1. Accounting Policies

General

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 (FRS 102) (effective 1 January 2019), Financial Reporting Standard 102, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland and the Charities Act 2011 and have been prepared under the historical cost convention.

Fund Accounting

Unrestricted funds consist of funds which the trust may use at its discretion for its main objects.

Restricted Funds consist of funds received for specific projects on which the donor has imposed restrictions for its application.

Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donations are recognised when the charity has received the money. Legacy gifts are recognised on a case by case basis.

Expenditure recognition

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 settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

2 Donations

	<u>2024</u>
	£
Memorial Donations	
In memory of Mrs Daphne Parr	110
In memory of Frances Feltwell	285
In memory of David RH Hughes	90
In memory of Caroline Parmenter	150
	<hr/>
	635
	<hr/> <hr/>
Donations	
Mrs G K Laursen-Jones	100
Muntons Plc	100
Mrs D H Kirkham	100
Others of £25 and less	10
	<hr/>
	310
	<hr/> <hr/>

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

NOTES TO THE ACCOUNTS

For the year ended 30th June 2024

3. Legacies	<u>2024</u>
	£
Unrestricted Funds	
The late Mrs Patricia Hilary Buck	1,000
The late Mr Henry Alfred Noquet	35,625
	<u>36,625</u>
4 Charitable Project Grants	<u>2024</u>
	£
Unrestricted Funds	
Courtesy packs	839
Christmas Trees	288
Paediatric physiotherapy, children's exercise bike	730
Surgical/Eye Treatment Centre, ophthalmic chair	3,591
Paediatric Assessment Unit, waiting area seating	5,838
Emergency Department, blood pressure monitor	1,350
Occupational Therapy Community Assessment, games equipment	269
General surgery, VAAFT device	9,596
Voluntary Services, 12-part mini torso	173
Voluntary Services, portering wheelchairs	3,420
Ward G4, dementia patient activity kits	120
Outpatient Department, redecoration and signage	541
Maternity Department, birthing aids	273
Anaesthesia Department, portable ultrasound scan probes	14,220
CT Scanning, phlebotomy chair	1,429
Neonatal Unit, electric reclining chairs	5,688
Wheelchair Services, new rehabilitation workshop equipment	834
Macmillan Unit, nausea reduction equipment	450
Ward G8, stroke therapy activity sets	540
Moving and Handling Department, Raizer chairs	25,171
Speech and Language Therapy, expiratory muscle strength trainers	3,929
Additional grant for bariatric steps with handrails	520
Other grants under £50	20
Less; Rescinded Grant - Endoscopy Fridge & TV	<u>(750)</u>
	<u>79,080</u>

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

NOTES TO THE ACCOUNTS

For the year ended 30th June 2024

5 The Hospital Shop	<u>2024</u>		<u>2023</u>	
	£	£	£	£
Shop Income				
Sales		194,113		149,356
Donations to shop		14,949		14,122
		<u>209,062</u>		<u>163,478</u>
Cost of Sales				
Opening Stock	12,545		11,952	
Purchases and consumables	125,753		94,925	
	<u>138,298</u>		<u>106,877</u>	
Closing Stock	13,065		12,545	
		<u>125,233</u>		<u>94,332</u>
Gross Profit		83,829		69,146
Interest Income		295		192
Expenses				
Wages	56,045		54,300	
Rates	289		551	
Travel expenses	-		55	
Charges	6,310		4,597	
Sundry	191		436	
		<u>62,835</u>		<u>59,939</u>
Net Profit/(Loss)		<u>21,289</u>		<u>9,399</u>

6 Contingent Asset - Legacy Income

As at 30 June 2024, the charity had been notified of one residuary legacy, from which interim payments have been received but further amounts may also be due, the value of which is uncertain.

At the date of signing these accounts, no further information has been received and so no further amounts due from the legacy have been accrued.

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF
THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30th June 2024 which are set out on pages 1 to 8.

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 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 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.



James Knights FCA
The Institute of Chartered Accountants in England and Wales

Knights Lowe
Chartered Accountants
Eldo House
Kempson Way
Bury St Edmunds
Suffolk IP32 7AR

Date:31.10.24.....

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

THIS PAGE DOES NOT FORM PART OF THE STATUTORY ACCOUNTS

ANNUAL SUBSCRIPTIONS 2023/24

Anon	10.00	J A Hardy	10.00
Anon2	5.00	Mrs G Harris	5.00
Mrs P Arbon	10.00	Mrs D Kirkham	20.00
Mr P Attwood	20.00	Mr & Mrs Lewis	5.00
Mrs B R Barber	25.00	Mrs R Longman	5.00
Mr & Mrs D Blackman	20.00	Mr D Martin	10.00
Mrs E Bray	20.00	Mrs J Moore	10.00
Mr A D Butcher	10.00	Mr S Orbell	5.00
Mrs J Campbell	10.00	Mrs P Paine	10.00
Mrs E J Clarke	10.00	Ms V Pashler-Wright	20.00
Miss M Colegate	10.00	Mrs A Pearce	5.00
Mr & Mrs G Copsey	20.00	Mrs G Pettitt	5.00
Mr D Crawley	25.00	Mr J E Rand	5.00
Miss J D Curtis	10.00	Mr P Raven	5.00
Mr R J & Mrs F M Delorey	10.00	Mrs D Rogers	5.00
Mrs A Denby	5.00	Mr M Smith	5.00
Mr J D Dennis	5.00	Mrs S A Steele	10.00
Mr & Mrs J D Dennis	10.00	Mr J M Trappes-Lomax	5.00
Mrs J Devereux	5.00	Mrs R E Wallace	10.00
Mrs M Duncan	10.00	Mr S R Whitwell	25.00
Ms E. English	20.00	Mrs D Wright	5.00
Miss K Fleming	20.00	Mr & Mrs C Young	10.00
Mrs A K Freeman	5.00		
Mr J Glen	10.00		
Mrs J Grant	10.00		
Mrs L Griffith	10.00		

Total

520

Due to the cost of stationery and postage, the Friends will no longer provide written receipts for subscriptions. E-mail receipts will gladly be sent if the member has provided their e-mail address

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

England & Wales - Charity number 251356

Accounts



Patron: The Marquess of Bristol

ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2023

Charity Number 251356

Affiliated to Attend

(Formerly the National Association of Hospital Community Friends)

**David Robertson & Co
84 Whiting Street
Bury St Edmunds
Suffolk IP33 1NZ**

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

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THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

(Registered Charity No.251356)

TRUSTEES ANNUAL REPORT

For the year ended 30th June 2023

Friends Trustees

Mrs Julie Macleod	Chair
Mrs J Cory	Vice Chair
Mrs S Steele	Treasurer and Secretary
Mr D Cory	
Mrs R Longman	
Mrs A Pearce	
Mr D Blackman	

Administrative information

Correspondence address

The Friends of West Suffolk Hospital
C/o Voluntary Services
West Suffolk NHS Foundation Trust
Hardwick Lane
Bury St Edmunds
IP33 2QZ

Tel no: 01284 713169

Email: voluntary.services@wsh.nhs.uk

Email Friends Treasurer: treasurer@friendsofwsh.co.uk

Chairmans report - Review of activities and objectives, achievements and performance and financial review

Whilst we see a drastic change in our economy across the country, I am delighted to say that The Friends have bucked the trend in their retail outlet in the West Suffolk Hospital. Lizzie and her team have managed to keep the shop takings increasing week by week. We have seen significant changes in the way that the hospital also moves forward after such a trying time, post Covid.

We are seeing an upturn of members of the public wanting to return to volunteering within the Friends, including the trolley service which provides much comfort to those bed and ward bound.

We bid Bon Voyage to Voluntary Services manager Valerie Dutton, who has retired after an amazing career within the NHS. She has been a tower of strength to both the trustees and those volunteering at the hospital. She will be a hard act to follow, and we thank Val and her team for their support over the year.

We have seen the Online Shop build its business across the hospital and have received very favourable compliments from those that have found the service to both patients and hardworking staff invaluable. I have no doubt, there will be an increase in the call for this wonderful service in the future. The Online Shop can be accessed on <https://www.wsfriendsshop.co.uk/> or by reading the QR code below on your mobile phone.



THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

(Registered Charity No.251356)

TRUSTEES ANNUAL REPORT

For the year ended 30th June 2023

Chairmans report - Review of activities and objectives, achievements and performance and financial review (continued)

My thanks as always to our trustees who attend meetings come rain or shine, bringing with them a wealth of wisdom and passion for our hospital and patients. The addition of Dr Carol Steed, deputy director of Workforce, Organisational Development and Learning also representing the trust as an advisor, at our meetings is most helpful.

Finally, a big thank you to our hard-working treasurer Sarah Steele, who puts in many hours of hard work and guidance which keeps the charity buoyant.

Structure and governance

The Friends of West Suffolk Hospital Trustees Committee comprises of 7 Trustees. They are joined, by invitation, by the Trust's Deputy Director of Workforce, Organisational Development and Learning who represents the Trust in an advisory capacity, the Trust's Voluntary Services Manager, and The Friends' Shop Manager.

Under normal circumstances the Trustees meet once every two months to give oversight and guidance to issues and opportunities arising from the charity's financial position, its membership, the staffing and general running of the Friends Shop, and any other matters arising from its inter-relationship with the Trust itself and the Trust's own charity My Wish. Again, under normal circumstances, the Trustees will hold an Annual General Meeting once a year to whom all members are explicitly invited. This invitation accompanies a printed copy of the charity's Annual Report for the year.

Of primary importance to the Trustees is the opportunity to help The West Suffolk NHS Foundation Trust and its associated community healthcare services through grants for equipment, refurbishment of facilities, enhancements to services and items of comfort in cases where The Trust is unable to provide the appropriate funds. When sufficient funds are available, bids for projects are requested (normally once every 12-18 months). Those bids that can be shown to offer clear benefit to a wide spectrum of patients, staff and visitors; value for money; and security/longevity of the investment, are then awarded grants where the charity's available funds permit.

The Charity's Constitution allows for between 5 and 9 Trustees. From time to time, the Trustees will write out to all members inviting expressions of interest in becoming a Trustee - particularly where the Committee can see a need for a particular skill set. Anyone, whether a current member or not, who has an interest in becoming a Trustee is also welcome to contact the Chair or the Treasurer at any time. They will be given an opportunity to join one of the normal Trustee meetings and will then have a more formal meeting with either the Chair or the Vice-Chair. If both parties are still interested, the Committee will discuss and vote on the subject as normal.

The Charity's Constitution is publicly available on the Charities Commission website - or by specific request to the Secretary.

Reserves Policy

All funds are held for the benefit of the hospital and its patients. In considering the reserves policy, the Trustees have identified the need to hold back sufficient funds to ensure any unforeseen emergency expenditure can be honoured and to ensure that the Friends Shop can continue to run should any of its management staff require long term sick leave.

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

TRUSTEES ANNUAL REPORT
For the year ended 30th June 2023

Funds held as Custodian

No charitable funds are held by any Trustee as custodian.

Signed on behalf of the Board of Trustees

A handwritten signature in blue ink, appearing to read 'Julie MacLeod', is written over the printed name and title.

Julie MacLeod
Chairman

Date: 4th October 2023

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

(Registered Charity No.251356)

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30th June 2023

		<u>Restricted</u>	<u>Unrestricted</u>	<u>2023</u>	<u>2022</u>
		£	£	£	£
Income and Expenditure					
Income					
Annual Subscriptions		-	845	845	820
Memorial Donations	Note 2	-	448	448	-
Personal & Special Donations	Note 2	-	923	923	1,743
Legacies	Note 3		20,774	20,774	16,801
Friends Collection Boxes		-	81	81	146
Lost property sale		-	216	216	20
Income Tax recovered on Gift Aid		-	137	137	141
		-	23,424	23,424	19,671
Profit from Shop	Note 5	-	9,399	9,399	1,496
Total Income		-	32,823	32,823	21,167
Direct Charitable Expenditure					
Charitable Project Grants	Note 4		27,086	27,086	2,678
Other Expenditure					
Independent Examination Fee		-	1,250	1,250	1,200
National League of Friends – Insurance		-	1,159	1,159	1,075
Other expense		-	501	501	222
Total Expenditure		-	29,996	29,996	5,175
Net Income (Expenditure) for the Year		-	2,827	2,827	15,992
Fund balance brought forward		-	142,820	142,820	126,828
Fund balance carried forward		-	145,647	145,647	142,820

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

(Registered Charity No.251356)

BALANCE SHEET

As at 30th June 2023

	<u>2023</u>	<u>2022</u>
	£	£
Current Assets		
Stock	12,545	11,952
Gift Aid Tax due	146	426
Other debtors	15,985	52
Cash at Bank :		
Current account	370	37,839
CAF Main account	154,929	102,645
CAF Shop account	3,313	5,145
Cash in Hand :	<u>2,809</u>	<u>2,168</u>
	<u>190,097</u>	<u>160,227</u>
Current Liabilities		
Trade Creditors	39,972	14,139
VAT	3,228	2,018
Independent Examination Fee	<u>1,250</u>	<u>1,250</u>
	<u>44,450</u>	<u>17,407</u>
Net Assets	<u><u>145,647</u></u>	<u><u>142,820</u></u>
Represented by:		
Unrestricted Income Funds	<u><u>145,647</u></u>	<u><u>142,820</u></u>

Approved by the Trustees on 4th October 2023 and signed on their behalf by:


Mrs Julie Macleod
Chairman

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

NOTES TO THE ACCOUNTS

For the year ended 30th June 2023

1. Accounting Policies

General

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 (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016 and Update Bulletin 2 published on 5th October 2018), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice.

Fund Accounting

Unrestricted Funds

Unrestricted funds consist of funds which the trust may use at its discretion for its main objects.

Restricted Funds

Restricted Funds consist of funds received for specific projects on which the donor has imposed restrictions for its application.

Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donations are recognised when the charity has received the money. Legacy gifts are recognised on a case by case basis.

Expenditure recognition

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 settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

NOTES TO THE ACCOUNTS

For the year ended 30th June 2023

2 Donations	<u>2023</u>
	£
Memorial Donations	
In memory of John Holloway	138
Carole Lee, In memory of Mrs Brenda Bugg	210
S Pettit, in memory of Mrs M Sheen	100
	<hr/>
	448
	<hr/> <hr/>
Donations	
Just giving donations	235
Paypal giving fund	104
D & J McIntyre	50
D & C Blackman	65
P & S Hewitt	80
Mrs G K Laursen-Jones	200
Gift in kind - donation of website cost	101
Others of £25 and less	88
	<hr/>
	923
	<hr/> <hr/>
3. Legacies	<u>2023</u>
	£
Unrestricted Funds	
The late Jean Rosemary Godfrey	5,067
The late Joyce Pearman	15,707
	<hr/>
	20,774
	<hr/> <hr/>
4 Charitable Project Grants	<u>2023</u>
	£
Unrestricted Funds	
Courtesy packs	818
Phlebotomy Trolley replacements	4,520
Community Occupational Therapy - gardening shed & equipment	1,074
Maternity – towel warmers for obstetric theatres	2,666
Endoscopy – fridge and wall TV	750
Newmarket community hospital bariatric – Steps	1,333
Outpatients waiting room -seating	12,848
Online Shop	2,131
Easiglide transfer boards	200
Volunteers tea party	605
Christmas Trees	141
	<hr/>
	27,086
	<hr/> <hr/>

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

NOTES TO THE ACCOUNTS

For the year ended 30th June 2023

5 The Hospital Shop	<u>2023</u>		<u>2022</u>	
	£	£	£	£
Shop Income				
Sales		149,356		115,053
Donations to shop		<u>14,122</u>		<u>11,610</u>
		163,478		126,663
Cost of Sales				
Opening Stock	11,952		9,416	
Purchases and consumables	<u>94,925</u>		<u>73,358</u>	
	106,877		82,774	
Closing Stock	<u>12,545</u>		<u>11,952</u>	
		<u>94,332</u>		<u>70,822</u>
Gross Profit		69,146		55,841
Interest Income		192		-
Expenses				
Wages	54,300		49,951	
Rates	551		555	
Travel expenses	55			
Charges	4,597		3,799	
Sundry	<u>436</u>		<u>40</u>	
		<u>59,939</u>		<u>54,345</u>
Net Profit/(Loss)		<u><u>9,399</u></u>		<u><u>1,496</u></u>

6 Contingent Asset - Legacy Income

As at 30 June 2023, the charity had been notified of one residuary legacy, the value of which is uncertain. At the date of signing these accounts, no further information has been received and so the legacy has not been accrued.

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF
THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30th June 2023 which are set out on pages 1 to 8.

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 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 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.

84 Whiting Street
Bury St Edmunds



**STEPHEN COOK FCA
DAVID ROBERTON & CO
Chartered Accountants**

Date: 31 October 2023

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

ANNUAL SUBSCRIPTIONS 2022/23

Mrs S Abbott*	5.00	J A Hardy	10.00
Mrs R Aitken	10.00	Mrs G Harris*	5.00
Anon	10.00	Mrs C Hinchley	10.00
Anon2	5.00	Mrs D Kirkham	20.00
Mrs P Arbon	10.00	Mrs G Laursen-Jones	5.00
Mr P Attwood*	5.00	Mr & Mrs Lewis*	5.00
Mrs B R Barber*	25.00	Mr M Liddle*	5.00
Mrs G Bate	20.00	Mr & Mrs D Lindsay*	20.00
Mr & Mrs D Blackman*	30.00	Mr & Mrs M Little*	50.00
Mrs E Bray	10.00	Mr P Loft*	5.00
Miss J Briggs MBE*	10.00	Mrs R Longman	5.00
Mrs L Browning	15.00	Mrs B Lucas*	10.00
Mr A D Butcher	5.00	Mr D Martin*	5.00
Mr & Mrs S Campbell*	10.00	Mrs J Moore*	10.00
Mr & Mrs J Cauldwell *	10.00	Mr S Orbell*	5.00
Mrs E J Clarke*	10.00	Mrs P Paine	10.00
Mrs B Clements*	5.00	Ms V Pashler-Wright	20.00
Miss M Colegate	10.00	Mrs A Pearce	5.00
Mr & Mrs G Copsey*	20.00	Mrs G Pettitt	5.00
Mr & Mrs D Cory	20.00	Mr J E Rand	5.00
Mr D Crawley*	5.00	Mr P Raven	5.00
Miss J D Curtis*	10.00	Mrs D Rogers*	5.00
Mrs G Debenham*	10.00	Mr M Smith*	5.00
Mrs A Denby	5.00	Mrs C J Springer*	20.00
Mr J D Dennis	5.00	Mrs S A Steele	10.00
Mr & Mrs J D Dennis	10.00	Mrs F Stemp	5.00
Mrs J Devereux	5.00	Mr J F Taylor	10.00
Mrs M Duncan	5.00	Mrs J Taylor	5.00
Mr & Mrs B. English	10.00	Mrs C Tilbrook	5.00
Mrs E Erith	10.00	Mr J M Trappes-Lomax*	5.00
Miss K Fleming*	20.00	Mrs S Veale	20.00
Mrs A K Freeman	5.00	Mrs R E Wallace*	10.00
Miss N Gatland*	100.00	Mr S R Whitwell	25.00
Mrs D Gibbons	10.00	Mrs D Wright*	5.00
Mr J Glen	10.00	Mr & Mrs C Young*	10.00
Mrs J Grant*	10.00		
Mrs L Griffith	10.00		
		Total	845

*Denotes payment using Gift Aid

Due to the cost of stationery and postage, the Friends will no longer provide written receipts for subscriptions. E-mail receipts will gladly be sent if the member has provided their e-mail address

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

England & Wales - Charity number 251356

Accounts



Patron: The Marquess of Bristol

ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2021

Charity Number 251356

Affiliated to Attend

(Formerly the National Association of Hospital Community Friends)

**David Robertson & Co
84 Whiting Street
Bury St Edmunds
Suffolk IP33 1NZ**

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

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<i>The following pages do not form part of the statutory accounts</i>	
Annual Subscriptions	10

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

(Registered Charity No.251356)

TRUSTEES ANNUAL REPORT

For the year ended 30th June 2021

Friends Trustees

Mrs Julie Macleod

Mrs J Cory

Mrs S Steele

Mr D Cory

Mrs R Longman

Mrs A Pearce

Chairman

Vice Chairman

Treasurer and Secretary

Administrative information

Correspondence address

The Friends of West Suffolk Hospital
C/o Voluntary Services
West Suffolk NHS Foundation Trust
Hardwick Lane
Bury St Edmunds
IP33 2QZ

Tel no: 01284 713169

Email: voluntary.services@wsh.nhs.uk

Email Friends Treasurer: treasurer@friendsofwsh.co.uk

Chairmans report - Review of activities and objectives, achievements and performance and financial review

When I wrote the annual report last year I did not expect to be writing about virtually the same situation and restrictions in a year's time – but here we are again. Thankfully, life is starting to return to something more akin to normal.

We are enormously pleased to be able to say that our volunteers have started to return to support the Friend's Shop and our lovely three staff members Lizzie, Gwyneth and Karen who have worked tirelessly throughout the year to keep the shop running. They have faced several challenges in order to keep the shop open and have always found a way to cope and carry on smiling.

As notified to you when we distributed last year's annual report, we have focused this year on supporting the continuation of the service that the Friend's Shop provides to the staff, patients and visitors of the West Suffolk Hospital. We felt that this was the best way that the charity could support our wonderful hospital and staff during these very difficult times. We have therefore not made any other significant grants to the hospital during this year.

You will see from the accounts below that, despite our best efforts, the Shop has made a loss this year. There are several points that I wish to draw to your attention about this.

1. The Trustees can absolutely assure you that not one penny of other Friends income (subscriptions, donations, legacies) received since 1st July 2020 has been used to pay for shop expenses. It has been set aside for the time at which we can start making grants again.

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

TRUSTEES ANNUAL REPORT
For the year ended 30th June 2021

Chairmans report - Review of activities and objectives, achievements and performance and financial review (*continued*)

2. The Shop has continued to have the same necessary expenses as normal, whilst having significantly reduced income due to closure at the weekend and weekday evenings as there were no volunteers.
3. Last year's shop income was boosted by a Government Covid grant of £10,000 which was not repeated this year.

Due to the understandable restrictions on meetings at the hospital over this period we have not been able to hold an AGM. We are actively looking at the opportunities of holding a combined 2020/21 AGM within the next few months.

My thanks, as always to Lizzie, Gwyneth and Karen for their dedication and true spirit, during what has continued to be a very difficult time.

We are also most grateful for the support of Voluntary Services in helping to keep the Friend's Shop and staff operational.

Finally, my thanks to our board of trustees for their continued support during the year and to you our Friends Members.

I hope that we can all stay safe and look to the future and to a brighter 2022

Structure and governance

The Friends of West Suffolk Hospital Trustees Committee comprises of 6 Trustees. They are joined, by invitation, by the Trust's Voluntary Services Manager and the Friend's Shop Manager.

Under normal circumstances the Trustees meet once every two months to give oversight and guidance to issues and opportunities arising from the charity's financial position, its membership, the staffing and general running of the Friends Shop, and any other matters arising from its inter-relationship with the Trust itself and the Trust's own charity My Wish. Again, under normal circumstances, the Trustees will hold an Annual General Meeting once a year to whom all members are explicitly invited. This invitation accompanies a printed copy of the charity's Annual Report for the year.

Of primary importance to the Trustees is the opportunity to help The West Suffolk NHS Foundation Trust and its associated community healthcare services through grants for equipment, refurbishment of facilities, enhancements to services and items of comfort in cases where The Trust is unable to provide the appropriate funds. When sufficient funds are available, bids for projects are requested (normally once every 12-18 months). Those bids that can be shown to offer clear benefit to a wide spectrum of patients, staff and visitors; value for money; and security/longevity of the investment, are then awarded grants where the charity's available funds permit.

The Charity's Constitution allows for between 5 and 9 Trustees. From time to time, the Trustees will write out to all members inviting expressions of interest in becoming a Trustee - particularly where the Committee can see a need for a particular skill set. Anyone, whether a current member or not, who has an interest in becoming a Trustee is also welcome to contact the Chair or the

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

(Registered Charity No.251356)

TRUSTEES ANNUAL REPORT

For the year ended 30th June 2021

Structure and governance *(continued)*

Treasurer at any time. They will be given an opportunity to join one of the normal Trustee meetings and will then have a more formal meeting with either the Chair or the Vice-Chair. If both parties are still interested, the Committee will discuss and vote on the subject as normal.

The Charity's Constitution is publicly available on the Charities Commission website - or by specific request to the Secretary.

Reserves Policy

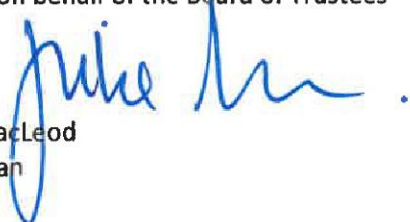
All funds are held for the benefit of the hospital and its patients. In considering the reserves policy, the Trustees have identified the need to hold back sufficient funds to ensure any unforeseen emergency expenditure can be honoured and to ensure that the Friends Shop can continue to run should any of its management staff require long term sick leave.

Funds held as Custodian

No charitable funds are held by any Trustee as custodian.

Signed on behalf of the Board of Trustees

Julie MacLeod
Chairman



Date: 27 September 2021

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**(Registered Charity No.251356)****STATEMENT OF FINANCIAL ACTIVITIES****For the year ended 30th June 2021**

		<u>Restricted</u>	<u>Unrestricted</u>	<u>2021</u>	<u>2020</u>
		£	£	£	£
Income and Expenditure					
Income					
Annual Subscriptions		-	948	948	1,105
Memorial Donations	Note 2	-	2,805	2,805	225
Personal & Special Donations	Note 2	-	4,007	4,007	2,791
Legacies	Note 3		51,000	51,000	20,000
Friends Collection Boxes		-	50	50	199
Lost property sale		-	127	127	509
Income Tax recovered on Gift Aid		-	140	140	148
		-	59,077	59,077	24,977
(Loss)/Profit from Shop	Note 5	-	(17,908)	(17,908)	17,236
Total Income		-	<u>41,169</u>	<u>41,169</u>	<u>42,213</u>
Direct Charitable Expenditure					
Charitable Project Grants	Note 4		848	848	41,562
Other Expenditure					
Independent Examination Fee		-	1,300	1,300	1,200
National League of Friends – Insurance		-	1,022	1,022	1,023
Other expense		-	151	151	309
Total Expenditure		-	<u>3,322</u>	<u>3,322</u>	<u>44,094</u>
Net Income (Expenditure) for the Year		-	37,847	37,847	(1,881)
Fund balance brought forward		-	<u>88,980</u>	<u>88,980</u>	<u>90,861</u>
Fund balance carried forward		-	<u><u>126,828</u></u>	<u><u>126,828</u></u>	<u><u>88,980</u></u>

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

(Registered Charity No.251356)

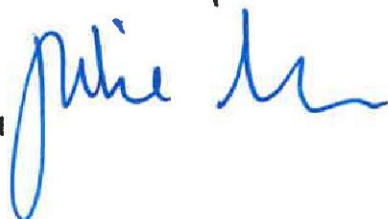
BALANCE SHEET

As at 30th June 2021

	<u>2021</u>	<u>2020</u>
	£	£
Current Assets		
Stock	9,416	13,688
Gift Aid Tax due	285	145
VAT debtor	1,986	-
Other debtors	0	214
Cash at Bank :		
Current account	34,748	48,159
CAF Main account	91,916	37,700
CAF Shop account	2,066	3,803
Cash in Hand :	<u>1,776</u>	<u>1,139</u>
	<u>142,192</u>	<u>104,848</u>
Current Liabilities		
Trade Creditors	14,114	12,225
VAT	-	2,543
Independent Examination Fee	<u>1,250</u>	<u>1,100</u>
	<u>15,364</u>	<u>15,867</u>
Net Assets	<u><u>126,828</u></u>	<u><u>88,980</u></u>
Represented by:		
Unrestricted Income Funds	<u><u>126,828</u></u>	<u><u>88,980</u></u>

Approved by the Trustees on 27 September 2021..... and signed on their behalf by:

Mrs Julie Macleod
Chairman



THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

(Registered Charity No.251356)

NOTES TO THE ACCOUNTS

For the year ended 30th June 2021

1. Accounting Policies

General

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 (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016 and Update Bulletin 2 published on 5th October 2018), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice.

Fund Accounting

Unrestricted Funds

Unrestricted funds consist of funds which the trust may use at its discretion for its main objects.

Restricted Funds

Restricted Funds consist of funds received for specific projects on which the donor has imposed restrictions for its application.

Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donations are recognised when the charity has received the money. Legacy gifts are recognised on a case by case basis.

Expenditure recognition

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 settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL

(Registered Charity No.251356)

NOTES TO THE ACCOUNTS

For the year ended 30th June 2021

2 Donations	<u>2021</u>
	£
Memorial donations	
In memory of the late L Hopton	10
In memory of the late Mrs Ann Dunhill	25
In memory of the late Mr Michael Parker	110
In memory of the late Doris Cuddehay	160
In memory of the late David Henry Gibson	2,500
	<u>2,805</u>
Donations	
Just giving donations	3,549
Friend Giving Com Ltd donations	115
Mrs B Boorman	95
Ms M O'Reilly-Cicconi	40
Ms Tessa Wise	20
Mrs P Scott	15
Mrs J Macleod (provision of website hosting)	173
	<u>4,007</u>
3. Legacies	<u>2021</u>
	£
Unrestricted Funds	
The late Mr Quinton Clayton	1,000
The Late Mrs Winifred Brame	50,000
	<u>51,000</u>
4 Charitable Project Grants	<u>2021</u>
	£
Unrestricted Funds	
Courtesy packs	831
Sunflowers lanyards for hidden disabilities	17
	<u>848</u>

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**(Registered Charity No.251356)****NOTES TO THE ACCOUNTS****For the year ended 30th June 2021**

5 The Hospital Shop	<u>2021</u>		<u>2020</u>	
	£	£	£	£
Shop Income				
Sales		66,788		127,115
Donations to shop		<u>7,940</u>		<u>8,766</u>
		<u>74,728</u>		<u>135,881</u>
Cost of Sales				
Opening Stock	13,688		15,977	
Purchases	<u>37,863</u>		<u>73,186</u>	
	51,551		89,163	
Closing Stock	<u>9,416</u>		<u>13,688</u>	
		<u>42,135</u>		<u>75,475</u>
Gross Profit		32,593		60,405
Other Income				
Covid-19 grant		<u>-</u>		<u>10,000</u>
Gross Profit		32,593		70,405
Expenses				
Wages	48,109		48,918	
Rates	102		620	
Travel	-		781	
Charges	2,124		2,432	
Sundry	<u>166</u>		<u>418</u>	
		<u>50,502</u>		<u>53,170</u>
Net Profit/(Loss)		<u>(17,908)</u>		<u>17,236</u>

6 Contingent Asset - Legacy Income

As at 30 June 2021, the charity had been notified of one residuary legacy the value of which is uncertain. An interim payment of £50,000 has been received and is included in these accounts but a further amount may also be due, but is unlikely to exceed £5,000. At the date of signing of these accounts, no further information has been received and so the remainder of this legacy has not been accrued.

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF
THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30th June 2021 which are set out on pages 1 to 8.

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 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 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.



STEPHEN COOK FCA
DAVID ROBERTON & CO
Chartered Accountants

84 Whiting Street
Bury St Edmunds

Date 27 September 2021

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
(Registered Charity No.251356)

ANNUAL SUBSCRIPTIONS 2020/21

Mrs S Abbott*	10.00	Mrs G Harris*	5.00
Mrs R Aitken	10.00	Mrs C Hinchley	10.00
Anon	10.00	Mr & Mrs T D Huke*	20.00
Anon2	5.00	Mrs D Kirkham	20.00
Mrs P Arbon	10.00	Mr & Mrs Lewis*	5.00
Mr P Attwood*	5.00	Mr M Liddle*	5.00
Mrs B R Barber*	25.00	Mr & Mrs D Lindsay*	20.00
Mrs G Bate	20.00	Mr & Mrs M Little*	50.00
Mrs J Blake*	5.00	Mr P Loft*	5.00
Mrs B Boorman	5.00	Mrs R Longman	5.00
Mrs E Bray	10.00	Mrs B Lucas*	10.00
Miss J Briggs MBE*	10.00	Mr D Martin*	20.00
Ms S Bristow	10.00	Mrs A Mayhew	5.00
Mrs L Browning	15.00	Mrs J Moore*	10.00
Mr A Butcher*	5.00	Mrs P Paine	10.00
Mr & Mrs S Campbell*	10.00	Ms V Pashler-Wright	20.00
Mr & Mrs J Cauldwell *	10.00	Mrs A Pearce	5.00
Mrs E J Clarke*	10.00	Mrs G Pettitt	5.00
Mrs B Clements*	20.00	Mrs M Pettitt*	5.00
Miss M Colegate	10.00	Mr J E Rand	5.00
Mr & Mrs G Copsey*	20.00	Mr P Raven	5.00
Mr & Mrs D Cory	10.00	Ms C Ridgeon	5.00
Mr D Crawley*	5.00	Mrs D Rogers*	5.00
Miss J D Curtis*	10.00	Mr M Smith*	5.00
Mrs G Debenham*	10.00	Mr P Smulders*	5.00
Mrs A Denby	5.00	Ms J Springer*	10.00
Mr J D Dennis	5.00	Mrs S A Steele	10.00
Mr & Mrs J D Dennis	10.00	Mrs F Stemp	5.00
Mrs J Devereux	5.00	Mr J F Taylor	10.00
Mr & Mrs A R Dunn*	5.00	Mrs J Taylor	5.00
Mrs M Duncan	20.00	Mrs C Tilbrook	5.00
Mr & Mrs B. English	10.00	Mr J M Trappes-Lomax*	5.00
Ms E English*	20.00	Mrs S Veale	20.00
Mrs E Erith*	8.00	GT & JLA Warnett	5.00
Miss K Fleming*	20.00	Mrs R E Wallace*	10.00
Mrs A K Freeman	5.00	Mr S R Whitwell	25.00
Miss N Gatland*	100.00	Mrs J C Williams*	20.00
Mrs D Gibbons	10.00	Mrs D Wright*	5.00
Mr J Glen	10.00	Mr & Mrs C Young*	10.00
Mrs J Grant*	10.00		
Mrs L Griffith	10.00		
Mrs A Hardwick	5.00		
J A Hardy	10.00		

Total

948

*Denotes payment using Gift Aid

Due to the cost of stationery and postage, the Friends will no longer provide written receipts for subscriptions. E-mail receipts will gladly be sent if the member has provided their e-mail address