



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
Bury St Edmunds
Suffolk IP32 7AR**

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
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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 the printed name.

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	<u>1,350</u>	<u>1,250</u>
	<u>97,908</u>	<u>44,450</u>
Net Assets	<u><u>122,410</u></u>	<u><u>145,647</u></u>
Represented by:		
Unrestricted Income Funds	<u><u>122,410</u></u>	<u><u>145,647</u></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/>
Donations	
Mrs G K Laursen-Jones	100
Muntons Plc	100
Mrs D H Kirkham	100
Others of £25 and less	10
	<hr/>
	310
	<hr/>

THE FRIENDS OF THE WEST SUFFOLK HOSPITAL
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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	(750)
	<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	<u>125,753</u>		<u>94,925</u>	
	138,298		106,877	
Closing Stock	<u>13,065</u>		<u>12,545</u>	
		<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	<u>191</u>		<u>436</u>	
		<u>62,835</u>		<u>59,939</u>
Net Profit/(Loss)		<u><u>21,289</u></u>		<u><u>9,399</u></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