



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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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
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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.

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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**

		Restricted	Unrestricted	2025	2024
		£	£	£	£
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

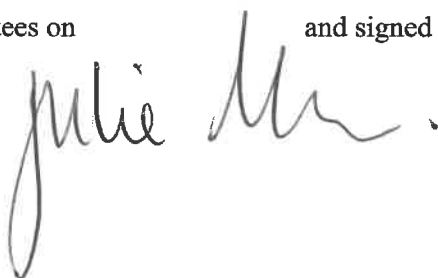
THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**(Registered Charity No.251356)****BALANCE SHEET****As at 30th June 2025**

	<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 :	2,891	2,552
	<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/>
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
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THE FRIENDS OF THE WEST SUFFOLK HOSPITAL**(Registered Charity No.251356)****NOTES TO THE ACCOUNTS****For the year ended 30th June 2024**

3. Legacies	2025
	£
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	2025
	£
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
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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><u>9,626</u></u>		<u><u>21,289</u></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