

Charity registration number: 252215

The Bognor Regis Friends of the Hospitals

Annual Report and Financial Statements

for the Year Ended 31 October 2021

The Bognor Regis Friends of the Hospitals

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The Bognor Regis Friends of the Hospitals

Reference and Administrative Details

Trustees

Mr C Bunker
Mrs J Lawrence
Mrs A Sturdey
Dr N Rowse, Deputy Chairman
Mr M Judd
Mrs M Moore
Mrs A Rowles
Mr R Beach
Mr M Penberthy
Mrs L Bunker
Mrs D E Beach
Mr B Knight (Chairman)
Mr S Sampson
Mrs L Sampson
Mr S Gunn

Charity Registration Number

252215

Principal Office

Bognor Regis War Memorial Hospital
Shripney Road
Bognor Regis
West Sussex
PO22 9PP

Independent Examiner

N Merridue F.C.C.A.
Matthews Hanton Limited
93 Aldwick Road
Bognor Regis
West Sussex
PO21 2NW

The Bognor Regis Friends of the Hospitals

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 October 2021.

Structure, governance and management

Nature of governing document

The Bognor Regis Friends of the Hospitals was formed in 1953 and registered with the Charities Commission on 1st June 1967 (Registration No. 252215). It was formed as an Association under a set of rules drawn up at that time. It is not a Trust and therefore does not have any Trustees, but it is governed by a Committee consisting of a President, Secretary, Treasurer and not less than seven and not more than eleven others from which persons are selected to be Chairman and Vice Chairman for regular meetings usually held every two months. For Charity Commission purposes the committee members are classed as Trustees and are therefore referred to in this report and these accounts as Trustees where appropriate.

Recruitment and appointment of trustees

One third of the members of the Committee retire at the end of each Annual General Meeting and are eligible for re-election. The Committee may also elect any members of the Friends to fill vacancies during the year and for those persons to hold office until the next AGM. New Committee members are sought from within the membership or from members of the general public who may be considered to have an interest in the organisation.

Induction and training of trustees

Where new committee members are introduced to the Charity, they are given information regarding the duties of charity trustees, as per the guidance available from the Charity Commission.

Major risks and management of those risks

Risk Management

The Committee from time to time assess the major risks to which the Charity may be exposed and in particular those related to the operations and finances of the Charity and will continue to try to ensure that the Charity's exposure is mitigated.

At each two monthly meeting the Committee review the financial position of the Charity with the aid of a statement from the Treasurer showing income and expenditure during the previous period from the end of the last financial year and consider fundraising initiatives from within the Committee or suggestions from outside the organisation, and, dependent on funds available, consider applications from the hospital authorities for expenditure on items for which Charity was set up originally.

Objectives and activities

Objects and aims

The Objects of the Charity are to provide patients in the hospital with comforts and amenities including facilities, buildings and equipment which cannot be met through the National Health Service, and also in certain circumstances to subscribe towards specialised equipment located at other hospitals but which serve the surrounding communities.

During the forthcoming year, the Committee will continue to consider all applications for funding based on the above premises. To that end subscriptions will continue, fundraising through the Annual Fete and other yet to be arranged events will be effected as well as the likely receipt of donations from grateful patients and others.

The Bognor Regis Friends of the Hospitals

Trustees' Report

Objectives, strategies and activities

The committee has continued to receive and consider many propositions for improvements and equipment for the hospital that are not available through the NHS organisation, and virtually every case, after debate, has been approved with the benefits being much in evidence in the hospital. The Covid-19 pandemic inevitably led to a slowdown in the progression of major projects at the hospital, which restricted expenditure by the Charity. However, a major MSK project did come to completion and other projects were identified by the Trustees, in particular by our Chairman.

Public benefit

The charity's primary activity is to make funds available to the Bognor Regis War Memorial Hospital as and when the NHS Trust requires equipment or works not covered by the Trust's jurisdiction.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales. The trustees have considered their duty to have regard to the Public Benefit guidance issued by the Charity Commission in relation to the objectives and actions of the charity. The trustees consider that the charity does act in a beneficial way to the public and will continue to do so.

Achievements and performance

The committee has continued to receive and consider many propositions for improvements and equipment for the hospital that are not available through the NHS organisation, and virtually every case, after debate, has been approved with the benefits being much in evidence in the hospital. Although projects have been hampered by the effects of the Covid-19 pandemic, during the last 12 months the Charity has funded or committed to funding, amongst other projects:

- (a) Nearly £195,000 for a major MSK project including a new DEXA scanner, refurbishment of the scanner room and office, a new reporting workstation for the ultrasound suite, and two computers and document scanners
- (b) Over £1,800 for 14 dementia-friendly clocks for the Don Baines and Leslie Smith wards
- (c) £8,040 for a pressure sensor body mapper for Wheelchair Services
- (d) Over £3,000 for a recumbent bike to aid in-patient rehabilitation

Across all projects, a total of just over £245,000 has been spent and just over £137,000 has been committed for projects that should be delivered in the 2021-22 year.

Financial review

Policy on reserves

The Trustees intend to continue maintaining funds of a minimum of £100,000 to enable us to meet most requirements without delay and where the NHS cannot provide. The question of risk to our funds is constantly before us, but the difficulty in finding suitable acceptable alternatives in which to invest is something of which committee members are always aware and we remain open to appropriate sensible suggestions.

Principal funding sources

As mentioned in previous reports, legacies have been the main source of substantial income for some years, but there are indications that these have now tailed off and although we have been very fortunate to receive just over £10,500 in legacies this year, the Charity may not be so lucky in future years. The Charity cannot rely on such support and is therefore reliant on donations and fundraising efforts for the future.

Investment policy and objectives

We continue to maintain substantial balances on deposit (£530,000) with Shawbrook Bank between a 60-day notice account and a 12-month savings bond.

The Bognor Regis Friends of the Hospitals

Trustees' Report

Plans for future periods

Aims and key objectives for future periods

The Trustees remain committed to a fair amount of expenditure on items that are not available through NHS sources, but we would like to get involved more if decisions by the governing NHS Trust to improve the hospital facilities for its possible future role could be more firmed up.

Chairman's Comments

The last 18 months have really been trying with the loss of two fetes, no tea bar, no clubs such as West Meads Coffee morning and Bognor Regis Ladies Summer Darts league and three raffles our finances have been hit quite hard with an estimated loss of about £45.00 at this stage.

We have finally finished our commitment to the new Physiotherapy and Gymnasium and after a lot of negotiation and planning the official opening by the Health Minister Mr Aggar had to be cancelled due to the dreaded virus, we have also finished the Densitometry Department and again no official opening could take place although both units have plaques in place showing that they were provided by the 'Friends'.

I sent all of the volunteers a Christmas Card from the 'Friends' and have written to them twice, I also wrote to the members a letter explaining the latest situation regarding the ongoing work of the 'Friends' so that nobody could feel that they were forgotten in these unfortunate times.

We were told in May that we could no longer have the tea bar in minor injuries although we had put a new water boiler in and made arrangements for a screen to be fitted to the serving hatch it is indeed a great shame that with all the money put in by the 'Friends' to the hospital no one saw fit to tell us earlier of their proposals.

I have held two meetings with Estates to determine a way forward which includes changing the 'Friends' office into a tea bar but no provision for a replacement office except possibly the old tea bar, our store cupboard or the bereavement room and then I suggested that the tea bar should be moved to Marion's serving area to which I had yet another meeting but after nearly two months nothing.

We were constantly being asked about a card machine to take money but with no tea bar nothing much has progressed although as of the 6th September after much discussion the trolley shop was allowed back on the wards so steps have been taken to buy a card machine.

The arrangements for the refurbished Chapel Garden were finalised and has been completed awaiting the ground cover plants to be put in the work being completed by G Hurran with money left in a legacy.

The Bognor Regis Friends of the Hospitals

Trustees' Report

Statement of Trustees' Responsibilities

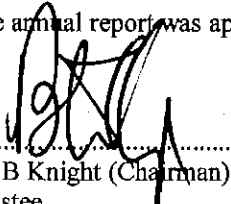
The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report was approved by the trustees of the charity on 28 February 2022 and signed on its behalf by:


.....
Mr B Knight (Chairman)
Trustee

The Bognor Regis Friends of the Hospitals

Independent Examiner's Report to the trustees of The Bognor Regis Friends of the Hospitals

I report to the trustees on my examination of the accounts of The Bognor Regis Friends of the Hospitals for the year ended 31 October 2021.

Responsibilities and basis of report

As the charity trustees of The Bognor Regis Friends of the Hospitals 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 The Bognor Regis Friends of the Hospitals's accounts carried out under section 145 of the 2011 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 Bognor Regis Friends of the Hospitals 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 accounting 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.

.....
N Merridue F.C.C.A.

Matthews Hanton Limited
93 Aldwick Road
Bognor Regis
West Sussex
PO21 2NW

28 February 2022

The Bognor Regis Friends of the Hospitals

Statement of Financial Activities for the Year Ended 31 October 2021

	Note	Unrestricted funds £	Total 2021 £
Income and Endowments from:			
Donations and legacies		25,243	25,243
Investment income	4	<u>4,701</u>	<u>4,701</u>
Total income		<u>29,944</u>	<u>29,944</u>
Expenditure on:			
Raising funds		(948)	(948)
Charitable activities		31,039	31,039
Other expenditure	7	<u>(1,778)</u>	<u>(1,778)</u>
Total expenditure		<u>28,313</u>	<u>28,313</u>
Net income		<u>58,257</u>	<u>58,257</u>
Net movement in funds		58,257	58,257
Reconciliation of funds			
Total funds brought forward		<u>453,210</u>	<u>453,210</u>
Total funds carried forward	12	<u>511,467</u>	<u>511,467</u>
	Note	Unrestricted funds £	Total 2020 £
Income and Endowments from:			
Donations and legacies		21,030	21,030
Other trading activities		1,228	1,228
Investment income	4	<u>10,478</u>	<u>10,478</u>
Total income		<u>32,736</u>	<u>32,736</u>
Expenditure on:			
Raising funds		(1,069)	(1,069)
Charitable activities		(122,752)	(122,752)
Other expenditure	7	<u>(1,526)</u>	<u>(1,526)</u>
Total expenditure		<u>(125,347)</u>	<u>(125,347)</u>
Net expenditure		<u>(92,611)</u>	<u>(92,611)</u>
Net movement in funds		(92,611)	(92,611)
Reconciliation of funds			
Total funds brought forward		<u>545,822</u>	<u>545,822</u>
Total funds carried forward	12	<u>453,211</u>	<u>453,211</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 12.

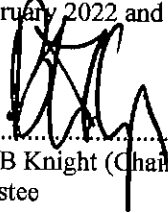
The notes on pages 9 to 12 form an integral part of these financial statements.

The Bognor Regis Friends of the Hospitals

(Registration number: 252215)
Balance Sheet as at 31 October 2021

	Note	2021 £	2020 £
Current assets			
Cash at bank and in hand	10	749,800	968,283
Creditors: Amounts falling due within one year	11	<u>(238,333)</u>	<u>(515,072)</u>
Net assets		<u>511,467</u>	<u>453,211</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>511,467</u>	<u>453,211</u>
Total funds	12	<u>511,467</u>	<u>453,211</u>

The financial statements on pages 7 to 12 were approved by the trustees, and authorised for issue on 28 February 2022 and signed on their behalf by:


.....
Mr B Knight (Chairman)
Trustee

The Bognor Regis Friends of the Hospitals

Notes to the Financial Statements for the Year Ended 31 October 2021

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

The Bognor Regis Friends of the Hospitals meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

The Bognor Regis Friends of the Hospitals

Notes to the Financial Statements for the Year Ended 31 October 2021

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Where they exist, restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Donations and legacies;		
Donations from individuals	6,863	6,863
Legacies	16,891	16,891
Regular giving and capital donations	1,489	1,489
Total for 2021	25,243	25,243
Total for 2020	21,030	21,030

3 Income from other trading activities

	Unrestricted funds General £	Total funds £
Total for 2021	-	-
Total for 2020	1,228	1,228

4 Investment income

	Unrestricted funds General £	Total funds £
Interest receivable and similar income;		
Interest receivable on bank deposits	4,701	4,701
Total for 2021	4,701	4,701
Total for 2020	10,478	10,478

The Bognor Regis Friends of the Hospitals

Notes to the Financial Statements for the Year Ended 31 October 2021

5 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total funds £
Fundraising trading costs; Fundraising		948	948
Total for 2021		<u>948</u>	<u>948</u>
Total for 2020		<u>1,069</u>	<u>1,069</u>
			Total costs £

6 Expenditure on charitable activities

**Total
funds
£**

**Total
expenditure
£**

7 Other expenditure

	Note	Unrestricted funds General £	Total funds £
Other resources expended		1,778	1,778
Total for 2021		<u>1,778</u>	<u>1,778</u>
Total for 2020		<u>1,526</u>	<u>1,526</u>

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

The Bognor Regis Friends of the Hospitals

Notes to the Financial Statements for the Year Ended 31 October 2021

9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

10 Cash and cash equivalents

	2021	2020
	£	£
Cash at bank	<u>749,800</u>	<u>968,283</u>

11 Creditors: amounts falling due within one year

	2021	2020
	£	£
Other creditors	237,163	513,902
Accruals	<u>1,170</u>	<u>1,170</u>
	<u>238,333</u>	<u>515,072</u>

Contained within creditors are the project commitments made by the Committee as at the period end which are valued at £237,163 (2020 £513,903). These are funds set aside for specific projects which are funded from General funds.

These project commitments are treated as payable within one year as this is the intention. Some larger projects do require approval from the National Health Authority and therefore can take longer than one year, but the Committee do not believe that this distinction is materially relevant to the financial statements.

12 Funds

	Balance at 1 November 2020 £	Incoming resources £	Resources expended £	Balance at 31 October 2021 £
Unrestricted funds				
General	<u>453,210</u>	<u>29,944</u>	<u>28,313</u>	<u>511,467</u>
	Balance at 1 November 2019 £	Incoming resources £	Resources expended £	Balance at 31 October 2020 £
Unrestricted				
General	<u>(545,822)</u>	<u>(32,736)</u>	<u>125,347</u>	<u>(453,211)</u>

The Bognor Regis Friends of the Hospitals

Detailed Statement of Financial Activities for the Year Ended 31 October 2021

	Total 2021 £	Total 2020 £
Income and Endowments from:		
Donations and legacies (analysed below)	25,243	21,030
Other trading activities (analysed below)	-	1,228
Investment income (analysed below)	<u>4,701</u>	<u>10,478</u>
Total income	<u>29,944</u>	<u>32,736</u>
Expenditure on:		
Raising funds (analysed below)	(948)	(1,069)
Charitable activities (analysed below)	31,039	(122,752)
Other expenditure (analysed below)	<u>(1,778)</u>	<u>(1,526)</u>
Total expenditure	<u>28,313</u>	<u>(125,347)</u>
Net income/(expenditure)	<u>58,257</u>	<u>(92,611)</u>
Net movement in funds	58,257	(92,611)
Reconciliation of funds		
Total funds brought forward	<u>453,210</u>	<u>545,822</u>
Total funds carried forward	<u>511,467</u>	<u>453,211</u>

The Bognor Regis Friends of the Hospitals

Detailed Statement of Financial Activities for the Year Ended 31 October 2021

	Total 2021 £	Total 2020 £
<i>Donations and legacies</i>		
Legacies and bequests	16,891	10,509
Appeals and donations	3,371	4,276
In memoriam	4,074	1,095
Tea bar donations	(750)	3,050
Felpham art group donations	168	296
Subscriptions	1,489	1,804
	<u>25,243</u>	<u>21,030</u>
<i>Other trading activities</i>		
Christmas raffle	-	1,228
	<u>-</u>	<u>1,228</u>
<i>Investment income</i>		
Interest on cash deposits	4,701	10,478
	<u>4,701</u>	<u>10,478</u>
<i>Raising funds</i>		
Christmas raffle	(168)	(483)
Insurance cover	(740)	(586)
Lottery licence	(40)	-
	<u>(948)</u>	<u>(1,069)</u>
<i>Charitable activities</i>		
Expenditure on projects	31,039	(122,752)
	<u>31,039</u>	<u>(122,752)</u>
<i>Other expenditure</i>		
Administration and sundries	(542)	(290)
Accountancy fees	(1,236)	(1,236)
	<u>(1,778)</u>	<u>(1,526)</u>

This page does not form part of the statutory financial statements.