

Charity registration number: 252215

The Bognor Regis Friends of the Hospitals

Annual Report and Financial Statements

for the Year Ended 31 October 2023

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 2023.

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 (continued)

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 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 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 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. During the last 12 months the Charity has funded or committed to funding, amongst other projects:

- (a) £35,000 to convert the old X-Ray filing room into a staff room.
- (b) Nearly £3,800 on two reclining chairs for the infusion suite
- (c) Nearly £1,900 on dementia-friendly clocks for the wards.
- (d) Over £1,300 on vital signs machines and stands.

Across all projects, a total of just over £45,000 has been spent and just over £7,500 is committed for projects that should be delivered in the 2023-24 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 £5,600 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.

The Bognor Regis Friends of the Hospitals

Trustees' Report (continued)

Investment policy and objectives

We have closed our deposit accounts with Shawbrook Bank due to the low interest rates offered, and are in the process of opening new accounts with other banks to gain a higher rate of interest.

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

It has been a good year for the Friends it was our 70th anniversary having been started in 1953 and, to help celebrate, the Annual Summer Fete was opened by Margaret Bamford the Deputy Lord Lieutenant of West Sussex.

The fete was as always a great success with many stalls for the adults to browse and amusements for the children to take part in.

The fete including takings and the raffle raised a gross £10,374.37 and it is with thanks to the staff, volunteers and the public that the fete continues to raise much needed funds.

The tea bar and the ward trolley thanks to June and her willing volunteers continues to provide a sterling service to the patients, visitors and staff as well as providing an income to the friends this year of £7,950.

There are many organisations in the area that regularly contribute financially to the Friends and I apologise if I forget some but I must mention Grande Wines in Aldwick, West Meads Coffee mornings and the Bognor Regis Ladies Summer Darts League.

We have allocated some £45,231.87 to projects this year, none of which we could manage without the continued support that we receive.

I must thank all the Trustees and Volunteers for all that they do.

The Bognor Regis Friends of the Hospitals

Trustees' Report (continued)

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 Charities (Accounts and Reports) Regulations 2008, 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 trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the trustees of the charity on 28 November 2023 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 2023.

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 November 2023

The Bognor Regis Friends of the Hospitals

Statement of Financial Activities for the Year Ended 31 October 2023

	Note	Unrestricted funds £	Total 2023 £
Income and Endowments from:			
Donations and legacies		26,973	26,973
Other trading activities		11,198	11,198
Investment income	4	<u>2,444</u>	<u>2,444</u>
Total income		<u>40,615</u>	<u>40,615</u>
Expenditure on:			
Raising funds		(3,990)	(3,990)
Charitable activities		41,187	41,187
Other expenditure	6	<u>(5,053)</u>	<u>(5,053)</u>
Total expenditure		<u>32,144</u>	<u>32,144</u>
Net income		<u>72,759</u>	<u>72,759</u>
Net movement in funds		72,759	72,759
Reconciliation of funds			
Total funds brought forward		<u>673,418</u>	<u>673,418</u>
Total funds carried forward	11	<u>746,177</u>	<u>746,177</u>
	Note	Unrestricted funds £	Total 2022 £
Income and Endowments from:			
Donations and legacies		110,473	110,473
Other trading activities		10,940	10,940
Investment income	4	<u>2,589</u>	<u>2,589</u>
Total income		<u>124,002</u>	<u>124,002</u>
Expenditure on:			
Raising funds		(2,835)	(2,835)
Charitable activities		42,743	42,743
Other expenditure	6	<u>(1,958)</u>	<u>(1,958)</u>
Total expenditure		<u>37,950</u>	<u>37,950</u>
Net income		<u>161,952</u>	<u>161,952</u>
Net movement in funds		161,952	161,952
Reconciliation of funds			
Total funds brought forward		<u>511,467</u>	<u>511,467</u>
Total funds carried forward	11	<u>673,419</u>	<u>673,419</u>

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

The notes on pages 10 to 13 form an integral part of these financial statements.

The Bognor Regis Friends of the Hospitals

Statement of Financial Activities for the Year Ended 31 October 2023 (continued)

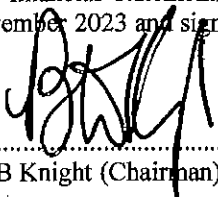
The funds breakdown for 2022 is shown in note 11.

The Bognor Regis Friends of the Hospitals

(Registration number: 252215)
Balance Sheet as at 31 October 2023

	Note	2023 £	2022 £
Current assets			
Cash at bank and in hand	9	754,993	768,653
Creditors: Amounts falling due within one year	10	<u>(8,816)</u>	<u>(95,234)</u>
Net assets		<u>746,177</u>	<u>673,419</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>746,177</u>	<u>673,419</u>
Total funds	11	<u>746,177</u>	<u>673,419</u>

The financial statements on pages 7 to 13 were approved by the trustees, and authorised for issue on 28 November 2023 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 2023

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.

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.

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.

The Bognor Regis Friends of the Hospitals

Notes to the Financial Statements for the Year Ended 31 October 2023 (continued)

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees 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	19,911	19,911
Legacies	5,635	5,635
Regular giving and capital donations	<u>1,427</u>	<u>1,427</u>
Total for 2023	<u><u>26,973</u></u>	<u><u>26,973</u></u>
Total for 2022	<u><u>110,473</u></u>	<u><u>110,473</u></u>

3 Income from other trading activities

	Unrestricted funds General £	Total funds £
Events income;		
Other events income	<u>11,198</u>	<u>11,198</u>
Total for 2023	<u><u>11,198</u></u>	<u><u>11,198</u></u>
Total for 2022	<u><u>10,940</u></u>	<u><u>10,940</u></u>

4 Investment income

	Unrestricted funds General £	Total funds £
Interest receivable and similar income;		
Interest receivable on bank deposits	<u>2,444</u>	<u>2,444</u>
Total for 2023	<u><u>2,444</u></u>	<u><u>2,444</u></u>
Total for 2022	<u><u>2,589</u></u>	<u><u>2,589</u></u>

The Bognor Regis Friends of the Hospitals

Notes to the Financial Statements for the Year Ended 31 October 2023 (continued)

5 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total funds £
Fundraising trading costs;			
Fundraising		3,990	3,990
Total for 2023		3,990	3,990
Total for 2022		2,835	2,835
			Total costs £

6 Other expenditure

	Note	Unrestricted funds General £	Total funds £
Other resources expended		5,053	5,053
Total for 2023		5,053	5,053
Total for 2022		1,958	1,958

7 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 2023 (continued)

8 Taxation

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

9 Cash and cash equivalents

	2023 £	2022 £
Cash at bank	<u>754,993</u>	<u>768,653</u>

10 Creditors: amounts falling due within one year

	2023 £	2022 £
Other creditors	7,646	94,064
Accruals	<u>1,170</u>	<u>1,170</u>
	<u>8,816</u>	<u>95,234</u>

Contained within creditors are the project commitments made by the Committee as at the period end which are valued at £7,647 (2022 £94,064). 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.

11 Funds

	Balance at 1 November 2022 £	Incoming resources £	Resources expended £	Balance at 31 October 2023 £
Unrestricted funds				
General	<u>673,418</u>	<u>40,615</u>	<u>32,144</u>	<u>746,177</u>

	Balance at 1 November 2021 £	Incoming resources £	Resources expended £	Balance at 31 October 2022 £
Unrestricted				
General	<u>(511,467)</u>	<u>(124,002)</u>	<u>(37,950)</u>	<u>(673,419)</u>

The Bognor Regis Friends of the Hospitals

Detailed Statement of Financial Activities for the Year Ended 31 October 2023

	Total 2023 £	Total 2022 £
Income and Endowments from:		
Donations and legacies (analysed below)	26,973	110,473
Other trading activities (analysed below)	11,198	10,940
Investment income (analysed below)	<u>2,444</u>	<u>2,589</u>
Total income	<u>40,615</u>	<u>124,002</u>
Expenditure on:		
Raising funds (analysed below)	(3,990)	(2,835)
Charitable activities (analysed below)	41,187	42,743
Other expenditure (analysed below)	<u>(5,053)</u>	<u>(1,958)</u>
Total expenditure	<u>32,144</u>	<u>37,950</u>
Net income	<u>72,759</u>	<u>161,952</u>
Net movement in funds	72,759	161,952
Reconciliation of funds		
Total funds brought forward	<u>673,418</u>	<u>511,467</u>
Total funds carried forward	<u><u>746,177</u></u>	<u><u>673,419</u></u>

The Bognor Regis Friends of the Hospitals

Detailed Statement of Financial Activities for the Year Ended 31 October 2023 (continued)

	Total 2023 £	Total 2022 £
<i>Donations and legacies</i>		
Legacies and bequests	5,635	99,530
Appeals and donations	11,593	7,150
In memoriam	-	140
Tea bar donations	7,950	1,900
Felpham art group donations	368	286
Subscriptions	1,427	1,467
	<u>26,973</u>	<u>110,473</u>
<i>Other trading activities</i>		
Annual fete	10,374	9,366
Christmas raffle	824	1,574
	<u>11,198</u>	<u>10,940</u>
<i>Investment income</i>		
Interest on cash deposits	2,444	2,589
	<u>2,444</u>	<u>2,589</u>
<i>Raising funds</i>		
Annual fete	(2,616)	(1,082)
Christmas raffle	(555)	(969)
Insurance cover	(799)	(764)
Lottery licence	(20)	(20)
	<u>(3,990)</u>	<u>(2,835)</u>
<i>Charitable activities</i>		
Expenditure on projects	41,187	42,743
	<u>41,187</u>	<u>42,743</u>
<i>Other expenditure</i>		
Administration and sundries	(3,817)	(722)
Accountancy fees	(1,236)	(1,236)
	<u>(5,053)</u>	<u>(1,958)</u>

