

# LEAGUE OF FRIENDS OF THE PRINCESS ROYAL HOSPITAL

England & Wales · Charity number 257130

## Details

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|             |                                                                                                             |
|-------------|-------------------------------------------------------------------------------------------------------------|
| Other names | THE LEAGUE OF FRIENDS OF CUCKFIELD AND MID-SUSSEX HOSPITALS,<br>THE LEAGUE OF FRIENDS OF CUCKFIELD HOSPITAL |
| Status      | Registered                                                                                                  |
| Legal form  | Other                                                                                                       |
| Registered  | 1969-04-21                                                                                                  |
| Register    | <a href="#">View on the Charity Commission register</a>                                                     |

## Contact

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|         |                                                                            |
|---------|----------------------------------------------------------------------------|
| Address | 4 Dukes Road<br>Lindfield<br>Haywards Heath<br>RH16 2JH                    |
| Phone   | 07799066481                                                                |
| Email   | <a href="mailto:foxyharding@btinternet.com">foxyharding@btinternet.com</a> |
| Website | <a href="http://www.prhfriends.org">www.prhfriends.org</a>                 |

## Activities

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**Objects:** A) TO SUPPLEMENT THE SERVICE OF THE HOSPITAL FOR THE HEALTH, WELFARE AND COMFORT OF THE PATIENTS THEREIN BY THE PROVISION OF FACILITIES, BUILDINGS AND EQUIPMENT WHICH MAY BE REQUIRED FOR THE TREATMENT OF SUCH PATIENTS, OR, FOR THE RUNNING OF THE HOSPITAL AND; B) TO PROVIDE, OR ASSIST IN THE PROVISION OF, AMENITIES IN THE HOSPITAL FOR PATIENTS AND STAFF, INCLUDING THE PROVISION AND OPERATION OF HOSPITAL SHOPS. TO ASSIST FORMER PATIENTS OF THE HOSPITAL.

**Activities:** The charity runs a shop in the Princess Royal Hospital Haywards Heath and raises funds with other activities such as Golf days /street collections

## Classification

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

## Geography

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- Brighton And Hove
- East Sussex
- West Sussex

## Finances

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| Period end | Income   | Expenditure | Assets   | Employees |
|------------|----------|-------------|----------|-----------|
| 2025-03-31 | £701,135 | £826,626    | £343,410 | 4         |
| 2024-03-31 | £725,082 | £551,933    | £468,901 | 5         |
| 2023-03-31 | £473,338 | £396,293    | -        | -         |
| 2022-03-31 | £390,302 | £567,357    | -        | -         |
| 2021-03-31 | £262,982 | £231,618    | -        | -         |

## Trustees

| Name                       | Role | Appointed  |
|----------------------------|------|------------|
| ANDREW STALEY FOX          |      | 2007-06-28 |
| Andrew Surawy              |      | 2025-03-10 |
| Dr Michael Lavelle         |      | 2014-09-22 |
| Matthew Neil Temple-Smith  |      | 2023-03-23 |
| Maura Dorrington           |      | 2023-03-23 |
| Mercedes Madden            |      | 2025-07-23 |
| Michael West-Eacott        |      | 2014-09-22 |
| Nicola Stephanie Mary Cook |      | 2023-04-03 |
| Paul Goldfinch             |      | 2025-03-10 |
| Susan Harding              |      | 2016-07-21 |
| Terence Edward Dorrington  |      | 2023-03-23 |
| caroline foster            |      | 2024-07-31 |

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# Accounts

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**League of Friends of the Princess Royal Hospital**  
**Unaudited Financial Statements**  
**31 March 2025**

# **League of Friends of the Princess Royal Hospital**

## **Financial Statements**

**Year ended 31 March 2025**

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|                                               | <b>Pages</b>   |
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# League of Friends of the Princess Royal Hospital

## Trustees' Annual Report

Year ended 31 March 2025

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The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2025.

### Reference and administrative details

|                                    |                                                                                                                                            |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Registered charity name</b>     | League of Friends of the Princess Royal Hospital                                                                                           |
| <b>Charity registration number</b> | 257130                                                                                                                                     |
| <b>Principal office</b>            | The Princess Royal Hospital<br>University Hospitals Sussex NHS Foundation Trust<br>Lewes Road<br>Haywards Heath<br>West Sussex<br>RH16 4EX |

### The trustees

|                    |             |                          |
|--------------------|-------------|--------------------------|
| Mrs M. Madden      | Chairman    | (Resigned 30 April 2025) |
| Mr A. Fox          | Joint Chair | (Appointed 28 May 2025)  |
| Mr M. West-Eacott  | Joint Chair | (Appointed 28 May 2025)  |
| Ms N. Cook         |             |                          |
| Mr M. Lavelle      |             |                          |
| Dr Lambert         |             | (Resigned 22 July 2024)  |
| Mrs S. Harding     |             |                          |
| Mr M. Temple-Smith |             |                          |
| Dr M.C. Rogers     |             | (Resigned 22 July 2024)  |
| Mrs M. Dorrington  |             |                          |
| Mr T. Dorrington   |             |                          |
| P Goldfinch        |             | (Co Opted 10 March 2025) |
| A. Suraway         |             | (Co Opted 10 March 2025) |
| C. Foster          |             | (Co Opted 31 July 2024)  |

**Company secretary** Dr MC Rogers (resigned 22 July 2024)

**Independent examiner** Christopher Whitley-Jones

# **League of Friends of the Princess Royal Hospital**

## **Trustees' Annual Report *(continued)***

**Year ended 31 March 2025**

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### **Structure, governance and management**

The league was established under a constitution in 1956 as the Friends of Cuckfield Hospital which was then the general hospital for Mid-Sussex. A new hospital was built and opened in June 1991 as the Mid-Sussex District General Hospital. After the official opening by the Princess Royal in September 1991 it was renamed The Princess Royal Hospital. Subsequently the name of the supporting charity was changed to the League of Friends of The Princess Royal Hospital and its constitution was updated in 1997.

The contact address of the charity is The Princess Royal Hospital, University Hospitals Sussex NHS Foundation Trust, Lewes Road, Haywards Heath, West Sussex, RH16 4EX.

### **Board and Other Meetings**

The charity is managed by a committee of management which meets frequently, and full minutes are maintained.

### **Risk Management**

The trustees actively review the major risk which the charity faces on a regular basis and believe that maintaining reserves at a sufficient level to cover annual running costs, combined with an annual review of the control over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

### **Objectives and activities**

The overriding objectives of the League as set out in the constitution are:

a) to supplement the service of the hospital for the health, welfare and comfort of the patients therein by the provision of facilities, buildings and equipment which may be required for the treatment of such patients, or, for the running of the hospital and;

b) to provide, or assist in the provision of, amenities in the hospital for patients and staff, including the provision and operation of hospital shops.

The coffee shop at the entrance of the hospital provides refreshment for patients, staff and visitors to the hospital. This is achieved by a full-time manager and four part-time paid staff and a pool of loyal volunteers and raises funds for the beneficiaries of the league.

### **Achievements and performance**

The total amount of equipment purchased by the League for the hospital is shown in note 10 to the accounts and was funded by the charity's current year income. In previous years, equipment purchased by the League has been largely funded by using reserves held from previous years.

Details of the shop trading is provided in note 5 to the accounts.

# League of Friends of the Princess Royal Hospital

## Trustees' Annual Report *(continued)*

Year ended 31 March 2025

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### Financial review

#### Principal funding sources

The League's principal funding comes from the running of the coffee shop; however it also receives funding from donations, legacies, collection boxes and also fundraising events.

#### Investment policy

Aside from retaining a prudent amount in reserves, the league's funds are invested in deposit accounts of the League's bankers.

#### Reserves policy

The trustees have examined the charity's requirements for the reserves in light of the main risks to the organisation. It has established a policy to maintain a balance of at least £75,000 in reserves. At 31 March 2025, the level of unrestricted reserve was £303,356.

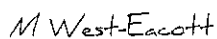
#### Plans for future periods

The League will continue to raise funds to help finance projects in accordance with its objectives. It is anticipated that the level of funds will be sufficient to meet the future requests for hospital amenities.

The trustees' annual report was approved on 11 Jul 2025..... and signed on behalf of the board of trustees by:



Mr A. Fox - Joint Chair  
Trustee



Mr M. West-Eacott - Joint Chair  
Trustee

# League of Friends of the Princess Royal Hospital

## Independent Examiner's Report to the Trustees of League of Friends of the Princess Royal Hospital

Year ended 31 March 2025

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I report to the trustees on my examination of the financial statements of League of Friends of the Princess Royal Hospital ('the charity') for the year ended 31 March 2025.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 financial statements do not accord with those records; or
3. the financial statements 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.

*Christopher Whitley-Jones*

Christopher Whitley-Jones  
Independent Examiner

11 Jul 2025

# League of Friends of the Princess Royal Hospital

## Statement of Financial Activities

Year ended 31 March 2025

|                                                           |      |                         | 2025                  |                  | 2024             |
|-----------------------------------------------------------|------|-------------------------|-----------------------|------------------|------------------|
|                                                           | Note | Unrestricted funds<br>£ | Restricted funds<br>£ | Total funds<br>£ | Total funds<br>£ |
| <b>Income and endowments</b>                              |      |                         |                       |                  |                  |
| Donations and legacies                                    | 4    | 55,824                  | 7,500                 | 63,324           | 156,445          |
| Charitable activities                                     | 5    | 631,336                 | —                     | 631,336          | 564,373          |
| Investment income                                         | 6    | 6,475                   | —                     | 6,475            | 4,264            |
| <b>Total income</b>                                       |      | <u>693,635</u>          | <u>7,500</u>          | <u>701,135</u>   | <u>725,082</u>   |
| <b>Expenditure</b>                                        |      |                         |                       |                  |                  |
| Expenditure on raising funds:                             |      |                         |                       |                  |                  |
| Costs of other trading activities                         | 7    | 1,475                   | —                     | 1,475            | —                |
| Expenditure on charitable activities                      | 8,9  | 494,900                 | —                     | 494,900          | 419,621          |
| Other expenditure                                         | 11   | 330,251                 | —                     | 330,251          | 132,312          |
| <b>Total expenditure</b>                                  |      | <u>826,626</u>          | <u>—</u>              | <u>826,626</u>   | <u>551,933</u>   |
| <b>Net (expenditure)/income and net movement in funds</b> |      | <u>(132,991)</u>        | <u>7,500</u>          | <u>(125,491)</u> | <u>173,149</u>   |
| <b>Reconciliation of funds</b>                            |      |                         |                       |                  |                  |
| Total funds brought forward                               |      | 436,347                 | 32,554                | 468,901          | 295,752          |
| <b>Total funds carried forward</b>                        |      | <u>303,356</u>          | <u>40,054</u>         | <u>343,410</u>   | <u>468,901</u>   |

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 8 to 17 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Statement of Financial Position

31 March 2025

|                                                        | Note | 2025<br>£             | 2024<br>£             |
|--------------------------------------------------------|------|-----------------------|-----------------------|
| <b>Fixed assets</b>                                    |      |                       |                       |
| Tangible fixed assets                                  | 16   | 50,318                | 47,671                |
| <b>Current assets</b>                                  |      |                       |                       |
| Stocks                                                 | 17   | 6,206                 | 6,081                 |
| Debtors: due within one year                           | 18   | 9,918                 | 9,645                 |
| Cash at bank and in hand                               |      | 342,334               | 451,417               |
|                                                        |      | <u>358,458</u>        | <u>467,143</u>        |
| <b>Creditors: amounts falling due within one year</b>  |      |                       |                       |
| Trade creditors                                        |      | 58,824                | 40,073                |
| Other creditors including taxation and social security | 19   | 6,542                 | 5,840                 |
|                                                        |      | <u>65,366</u>         | <u>45,913</u>         |
| <b>Net current assets</b>                              |      | <b>293,092</b>        | <b>421,230</b>        |
| <b>Total assets less current liabilities</b>           |      | <b><u>343,410</u></b> | <b><u>468,901</u></b> |
| <b>Funds of the charity</b>                            |      |                       |                       |
| Restricted funds                                       |      | 40,054                | 32,554                |
| Unrestricted funds                                     |      | 303,356               | 436,347               |
| <b>Total charity funds</b>                             | 21   | <b><u>343,410</u></b> | <b><u>468,901</u></b> |

These financial statements were approved by the board of trustees and authorised for issue on 10 Jul 2025 ....., and are signed on behalf of the board by:

Mr A. Fox - Joint Chair  
Trustee

Mr M. West-Eacott - Joint Chair  
Trustee

The notes on pages 8 to 17 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Statement of Cash Flows

Year ended 31 March 2025

|                                                             | 2025<br>£      | 2024<br>£      |
|-------------------------------------------------------------|----------------|----------------|
| <b>Cash flows from operating activities</b>                 |                |                |
| Net (expenditure)/income                                    | (125,491)      | 173,149        |
| <i>Adjustments for:</i>                                     |                |                |
| Depreciation of tangible fixed assets                       | 19,709         | 17,169         |
| Other interest receivable and similar income                | (6,475)        | (4,264)        |
| Interest payable and similar charges                        | 12,872         | 9,861          |
| <i>Changes in:</i>                                          |                |                |
| Stocks                                                      | (125)          | (1,962)        |
| Trade and other debtors                                     | (273)          | 580            |
| Trade and other creditors                                   | 19,453         | (13,623)       |
| Cash generated from operations                              | (80,330)       | 180,910        |
| Interest paid                                               | (12,872)       | (9,861)        |
| Interest received                                           | 6,475          | 4,264          |
| Net cash (used in)/from operating activities                | (86,727)       | 175,313        |
| <b>Cash flows from investing activities</b>                 |                |                |
| Purchase of tangible assets                                 | (22,356)       | (23,286)       |
| Net cash used in investing activities                       | (22,356)       | (23,286)       |
| <b>Net (decrease)/increase in cash and cash equivalents</b> | (109,083)      | 152,027        |
| <b>Cash and cash equivalents at beginning of year</b>       | <b>451,417</b> | <b>299,390</b> |
| <b>Cash and cash equivalents at end of year</b>             | <b>342,334</b> | <b>451,417</b> |

The notes on pages 8 to 17 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements

Year ended 31 March 2025

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### 1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is The Princess Royal Hospital, Brighton and Sussex University Hospitals NHS Trust, Lewes Road, Haywards Heath, West Sussex, RH16 4EX.

### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

### 3. Accounting policies

#### (a) Turnover/income

All income is shown net of value added tax.

Voluntary income and donations are accounted for as received by the charity. Legacies are accounted for when notified to the charity and quantifiable. The income from fundraising ventures is shown gross with the associated costs included in fundraising costs. No permanent endowments have been received in the period.

#### (b) Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### (c) Voluntary help and gifts in kind

The charity relies on a pool of voluntary helpers in running the hospital coffee shop of which an estimated value has been placed on this resource of £7,500, which has been included in the accounts as donations. Similarly, the charity at present receives the use of the premises in the Princess Royal Hospital for no cost. Therefore a peppercorn rent of an estimated value of £7,500 has also been included in the accounts as administration costs.

#### (d) Going concern

There are no material uncertainties about the charity's ability to continue.

#### (e) Governance costs

Expenditure on management and administration of the charity included all expenses not directly related to the charitable activities or fundraising ventures.

#### (f) Restricted funds

Certain donations or legacy income are received with restrictions attached as to specific usage. These funds are separated from unrestricted or designated funds and used for the purpose of the restriction.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

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### **(g) Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

### **(h) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

### **(i) Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

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### 3. Accounting policies *(continued)*

#### (j) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### (k) Tangible assets

Tangible fixed assets are stated at cost less depreciation.

#### (l) Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

|                                 |   |                   |
|---------------------------------|---|-------------------|
| Shorthold lease                 | - | Over lease term   |
| Fixtures fittings and equipment | - | 20% straight line |
| Computer equipment              | - | 25% straight line |

#### (m) Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

#### (n) Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

### 3. Accounting policies *(continued)*

#### (o) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

#### (p) Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

### 4. Donations and legacies

|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2025<br>£ |
|------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b> |                            |                          |                          |
| Donations        | 3,328                      | 7,500                    | 10,828                   |
| <b>Legacies</b>  |                            |                          |                          |
| Miss Taylor      | —                          | —                        | —                        |
| Merci Mason      | 47,496                     | —                        | 47,496                   |
| Lim Jennings     | 5,000                      | —                        | 5,000                    |
|                  | <u>55,824</u>              | <u>7,500</u>             | <u>63,324</u>            |
|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
| <b>Donations</b> |                            |                          |                          |
| Donations        | 3,785                      | 22,660                   | 26,445                   |
| <b>Legacies</b>  |                            |                          |                          |
| Miss Taylor      | 5,000                      | —                        | 5,000                    |
| Merci Mason      | 125,000                    | —                        | 125,000                  |
| Lim Jennings     | —                          | —                        | —                        |
|                  | <u>133,785</u>             | <u>22,660</u>            | <u>156,445</u>           |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

### 5. Charitable activities

|                                              | Unrestricted<br>Funds<br>£ | Total Funds<br>2025<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|----------------------------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Shop income                                  | <u>631,336</u>             | <u>631,336</u>           | <u>564,373</u>             | <u>564,373</u>           |
|                                              | 2025<br>£                  | 2025<br>£                | 2024<br>£                  | 2024<br>£                |
| Shop Income                                  |                            | 631,336                  |                            | 564,373                  |
| Shop costs - opening stock                   | (6,081)                    |                          | (4,119)                    |                          |
| Shop costs - purchases                       | (315,378)                  |                          | (272,792)                  |                          |
| Shop costs - closing stock                   | <u>6,206</u>               |                          | <u>6,081</u>               |                          |
|                                              |                            | (315,253)                |                            | (270,830)                |
| Gross profit                                 |                            | 316,083                  |                            | 293,543                  |
| Less: Shop costs - rent, rates and insurance | (9,292)                    |                          | (9,206)                    |                          |
| Shop expenses                                | (2,941)                    |                          | (6,377)                    |                          |
| Staff salaries                               | (109,846)                  |                          | (97,153)                   |                          |
| Depreciation                                 | <u>(19,709)</u>            |                          | <u>(17,169)</u>            |                          |
|                                              |                            | (141,788)                |                            | (129,905)                |
| Profit                                       |                            | <u>174,295</u>           |                            | <u>163,638</u>           |

Shop expenses

No remuneration or benefit was paid to any trustees in the year

Shop salaries

At the year end there were five paid members of staff and the amount shown above is the charge for salaries and related expenses (see note 13).

### 6. Investment income

|                          | Unrestricted<br>Funds<br>£ | Total Funds<br>2025<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Bank interest receivable | <u>6,475</u>               | <u>6,475</u>             | <u>4,264</u>               | <u>4,264</u>             |

### 7. Costs of other trading activities

|                     | Unrestricted<br>Funds<br>£ | Total Funds<br>2025<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|---------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Fundraising trading | <u>1,475</u>               | <u>1,475</u>             | <u>—</u>                   | <u>—</u>                 |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

### 8. Expenditure on charitable activities by fund type

|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2025<br>£ |
|------------------|----------------------------|--------------------------|--------------------------|
| Shop expenditure | 457,041                    | —                        | 457,041                  |
| Support costs    | 37,859                     | —                        | 37,859                   |
|                  | <u>494,900</u>             | <u>—</u>                 | <u>494,900</u>           |
|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
| Shop expenditure | 393,235                    | 7,500                    | 400,735                  |
| Support costs    | 18,886                     | —                        | 18,886                   |
|                  | <u>412,121</u>             | <u>7,500</u>             | <u>419,621</u>           |

### 9. Expenditure on charitable activities by activity type

|                              | Activities<br>undertaken<br>directly<br>£ | Support<br>costs<br>£ | Total funds<br>2025<br>£ | Total fund<br>2024<br>£ |
|------------------------------|-------------------------------------------|-----------------------|--------------------------|-------------------------|
| Shop expenditure             | 457,041                                   | —                     | 457,041                  | 400,735                 |
| Support and governance costs | —                                         | 37,859                | 37,859                   | 18,886                  |
|                              | <u>457,041</u>                            | <u>37,859</u>         | <u>494,900</u>           | <u>419,621</u>          |

### 10. Analysis of support costs

|                                                    | 2025<br>£     | 2024<br>£     |
|----------------------------------------------------|---------------|---------------|
| Advertising                                        | 13,937        | —             |
| Accountancy fees                                   | 4,180         | 4,030         |
| Legal and professional fees                        | 3,900         | 3,300         |
| Printing Postage and Stationery                    | 746           | 781           |
| Sundry expenses                                    | 1,255         | 403           |
| Bank and credit card charges                       | 12,872        | 9,861         |
| Computer expenses including software subscriptions | 969           | 511           |
|                                                    | <u>37,859</u> | <u>18,886</u> |

### 11. Other expenditure

|                       | Unrestricted<br>Funds<br>£ | Total Funds<br>2025<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|-----------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Granting of amenities | 330,251                    | 330,251                  | 132,312                    | 132,312                  |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

### 11. Other expenditure *(continued)*

The committee of management have spent £330,251 (2024 - £132,312) in the year on new amenities for the hospital.

Since the balance sheet date but before approval of these accounts, the charity has agreed to fund future equipment to its NHS Trust to the sum of £nil (2024 - £60,725).

### 12. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

|                                       | 2025          | 2024          |
|---------------------------------------|---------------|---------------|
|                                       | £             | £             |
| Depreciation of tangible fixed assets | <u>19,709</u> | <u>17,169</u> |

### 13. Independent examination fees

|                                                                                                      | 2025         | 2024         |
|------------------------------------------------------------------------------------------------------|--------------|--------------|
|                                                                                                      | £            | £            |
| Fees payable to the independent examiner for:<br>Independent examination of the financial statements | <u>1,750</u> | <u>1,750</u> |

### 14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

|                                         | 2025           | 2024          |
|-----------------------------------------|----------------|---------------|
|                                         | £              | £             |
| Wages and salaries                      | 104,720        | 92,628        |
| Social security costs                   | 3,411          | 2,919         |
| Employer contributions to pension plans | 1,715          | 1,606         |
|                                         | <u>109,846</u> | <u>97,153</u> |

The average head count of employees during the year was 4 (2024: 4).

No employee received employee benefits of more than £60,000 during the year (2024: Nil).

### 15. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by any of the trustees.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

### 16. Tangible fixed assets

|                         | Land and<br>buildings<br>£ | Fixtures and<br>fittings<br>£ | Equipment<br>£ | Total<br>£      |
|-------------------------|----------------------------|-------------------------------|----------------|-----------------|
| <b>Cost</b>             |                            |                               |                |                 |
| At 1 April 2024         | 48,005                     | 64,484                        | 648            | <b>113,137</b>  |
| Additions               | 8,853                      | 13,035                        | 468            | <b>22,356</b>   |
| Disposals               | —                          | (10,525)                      | —              | <b>(10,525)</b> |
| <b>At 31 March 2025</b> | <b>56,858</b>              | <b>66,994</b>                 | <b>1,116</b>   | <b>124,968</b>  |
| <b>Depreciation</b>     |                            |                               |                |                 |
| At 1 April 2024         | 19,864                     | 45,522                        | 80             | <b>65,466</b>   |
| Charge for the year     | 11,829                     | 7,601                         | 279            | <b>19,709</b>   |
| Disposals               | —                          | (10,525)                      | —              | <b>(10,525)</b> |
| <b>At 31 March 2025</b> | <b>31,693</b>              | <b>42,598</b>                 | <b>359</b>     | <b>74,650</b>   |
| <b>Carrying amount</b>  |                            |                               |                |                 |
| <b>At 31 March 2025</b> | <b>25,165</b>              | <b>24,396</b>                 | <b>757</b>     | <b>50,318</b>   |
| At 31 March 2024        | 28,141                     | 18,962                        | 568            | 47,671          |

### 17. Stocks

|                               | 2025<br>£    | 2024<br>£ |
|-------------------------------|--------------|-----------|
| Raw materials and consumables | <b>6,206</b> | 6,081     |

### 18. Debtors

Debtors falling due within one year are as follows:

|                                | 2025<br>£    | 2024<br>£ |
|--------------------------------|--------------|-----------|
| Trade debtors                  | <b>9,293</b> | 8,860     |
| Prepayments and accrued income | <b>625</b>   | 785       |
|                                | <b>9,918</b> | 9,645     |

### 19. Other creditors including taxation and social security falling due within one year

|                                 | 2025<br>£    | 2024<br>£ |
|---------------------------------|--------------|-----------|
| Social security and other taxes | <b>3,981</b> | 2,430     |
| Other creditors                 | <b>2,561</b> | 3,410     |
|                                 | <b>6,542</b> | 5,840     |

### 20. Pensions and other post retirement benefits

#### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,715 (2024: £1,606).

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

### 21. Analysis of charitable funds

#### Unrestricted funds

|               | At<br>1 April 2024 | Income         | Expenditure      | At 31 March<br>2025 |
|---------------|--------------------|----------------|------------------|---------------------|
|               | £                  | £              | £                | £                   |
| General funds | <u>436,347</u>     | <u>693,635</u> | <u>(826,626)</u> | <u>303,356</u>      |

|               | At<br>1 April 2023 | Income         | Expenditure      | At 31 March<br>2024 |
|---------------|--------------------|----------------|------------------|---------------------|
|               | £                  | £              | £                | £                   |
| General funds | <u>278,358</u>     | <u>702,422</u> | <u>(544,433)</u> | <u>436,347</u>      |

#### Restricted funds

|                 | At<br>1 April 2024 | Income       | Expenditure | At 31 March<br>2025 |
|-----------------|--------------------|--------------|-------------|---------------------|
|                 | £                  | £            | £           | £                   |
| Restricted Fund | <u>32,554</u>      | <u>7,500</u> | <u>—</u>    | <u>40,054</u>       |

|                 | At<br>1 April 2023 | Income        | Expenditure    | At 31 March<br>2024 |
|-----------------|--------------------|---------------|----------------|---------------------|
|                 | £                  | £             | £              | £                   |
| Restricted Fund | <u>17,394</u>      | <u>22,660</u> | <u>(7,500)</u> | <u>32,554</u>       |

### 22. Analysis of net assets between funds

|                            | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds    |
|----------------------------|-----------------------|---------------------|----------------|
|                            | £                     | £                   | £              |
| Tangible fixed assets      | 50,318                | —                   | 50,318         |
| Current assets             | 318,404               | 40,054              | 358,458        |
| Creditors less than 1 year | (65,366)              | —                   | (65,366)       |
| <b>Net assets</b>          | <u>303,356</u>        | <u>40,054</u>       | <u>343,410</u> |

|                            | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds    |
|----------------------------|-----------------------|---------------------|----------------|
|                            | £                     | £                   | £              |
| Tangible fixed assets      | 47,671                | —                   | 47,671         |
| Current assets             | 434,589               | 32,554              | 467,143        |
| Creditors less than 1 year | (45,913)              | —                   | (45,913)       |
| <b>Net assets</b>          | <u>436,347</u>        | <u>32,554</u>       | <u>468,901</u> |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

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### 23. Analysis of changes in net debt

|                          | At 1 Apr 2024  | Cash flows       | At 31 Mar 2025 |
|--------------------------|----------------|------------------|----------------|
|                          | £              | £                | £              |
| Cash at bank and in hand | <u>451,417</u> | <u>(109,083)</u> | <u>342,334</u> |

### 24. Related parties

The charity is under the ultimate control of the trustees who comprise the members of the management committee.



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# Accounts

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**League of Friends of the Princess Royal Hospital**  
**Unaudited Financial Statements**  
**31 March 2024**

# **League of Friends of the Princess Royal Hospital**

## **Financial Statements**

**Year ended 31 March 2024**

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|                                               | <b>Pages</b>   |
|-----------------------------------------------|----------------|
| Trustees' annual report                       | <b>1 to 3</b>  |
| Independent examiner's report to the trustees | <b>4</b>       |
| Statement of financial activities             | <b>5</b>       |
| Statement of financial position               | <b>6</b>       |
| Statement of cash flows                       | <b>7</b>       |
| Notes to the financial statements             | <b>8 to 16</b> |

# League of Friends of the Princess Royal Hospital

## Trustees' Annual Report

Year ended 31 March 2024

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The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2024.

### Reference and administrative details

|                                    |                                                                                                                                            |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Registered charity name</b>     | League of Friends of the Princess Royal Hospital                                                                                           |
| <b>Charity registration number</b> | 257130                                                                                                                                     |
| <b>Principal office</b>            | The Princess Royal Hospital<br>University Hospitals Sussex NHS Foundation Trust<br>Lewes Road<br>Haywards Heath<br>West Sussex<br>RH16 4EX |

### The trustees

Mr A. Fox - Hon Treasurer - Vice President  
Mrs M. Madden - Chairman  
Mr M. Lavelle  
Mr M. West-Eacott  
Dr Webster  
Mrs S. Harding  
Mr M Temple-Smith  
Dr MC Rogers

**Company secretary** Dr MC Rogers

**Independent examiner** Christopher Whitley-Jones

### Structure, governance and management

The league was established under a constitution in 1956 as the Friends of Cuckfield Hospital which was then the general hospital for Mid-Sussex. A new hospital was built and opened in June 1991 as the Mid-Sussex District General Hospital. After the official opening by the Princess Royal in September 1991 it was renamed The Princess Royal Hospital. Subsequently the name of the supporting charity was changed to the League of Friends of The Princess Royal Hospital and its constitution was updated in 1997.

The contact address of the charity is The Princess Royal Hospital, University Hospitals Sussex NHS Foundation Trust, Lewes Road, Haywards Heath, West Sussex, RH16 4EX.

### Board and Other Meetings

The charity is managed by a committee of management which meets frequently, and full minutes are maintained.

# League of Friends of the Princess Royal Hospital

## Trustees' Annual Report *(continued)*

Year ended 31 March 2024

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### Structure, governance and management *(continued)*

#### Risk Management

The trustees actively review the major risk which the charity faces on a regular basis and believe that maintaining reserves at a sufficient level to cover annual running costs, combined with an annual review of the control over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

#### Objectives and activities

The overriding objectives of the League as set out in the constitution are:

a) to supplement the service of the hospital for the health, welfare and comfort of the patients therein by the provision of facilities, buildings and equipment which may be required for the treatment of such patients, or, for the running of the hospital and;

b) to provide, or assist in the provision of, amenities in the hospital for patients and staff, including the provision and operation of hospital shops.

The coffee shop at the entrance of the hospital provides refreshment for patients, staff and visitors to the hospital. This is achieved by a full-time manager and four part-time paid staff and a pool of loyal volunteers and raises funds for the beneficiaries of the league.

#### Achievements and performance

The total amount of equipment purchased by the League for the hospital is shown in note 10 to the accounts and was funded by the charity's current year income. In previous years, equipment purchased by the League has been largely funded by using reserves held from previous years.

Details of the shop trading is provided in note 5 to the accounts.

#### Financial review

#### Principal funding sources

The League's principal funding comes from the running of the coffee shop; however it also receives funding from donations, legacies, collection boxes and also fundraising events.

#### Investment policy

Aside from retaining a prudent amount in reserves, the league's funds are invested in deposit accounts of the League's bankers.

#### Reserves policy

The trustees have examined the charity's requirements for the reserves in light of the main risks to the organisation. It has established a policy to maintain a balance of at least £75,000 in reserves. At 31 March 2024, the level of unrestricted reserve was £436,347.

# League of Friends of the Princess Royal Hospital

## Trustees' Annual Report *(continued)*

Year ended 31 March 2024

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### Plans for future periods

The League will continue to raise funds to help finance projects in accordance with its objectives. It is anticipated that the level of funds will be sufficient to meet the future requests for hospital amenities.

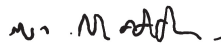
### Events after the end of the reporting period

Particulars of events after the reporting date are detailed in note 23 to the financial statements.

The trustees' annual report was approved on 10 Jul 2024..... and signed on behalf of the board of trustees by:



Mr A. Fox - Hon Treasurer - Vice President  
Trustee



Mrs M. Madden - Chairman  
Trustee

# League of Friends of the Princess Royal Hospital

## Independent Examiner's Report to the Trustees of League of Friends of the Princess Royal Hospital

Year ended 31 March 2024

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I report to the trustees on my examination of the financial statements of League of Friends of the Princess Royal Hospital ('the charity') for the year ended 31 March 2024.

### Responsibilities and basis of report

As the trustees of the charity, you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 financial statements do not accord with those records; or
3. the financial statements 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.

*Christopher Whitley-Jones*

Christopher Whitley-Jones  
Independent Examiner

22 Jul 2024

# League of Friends of the Princess Royal Hospital

## Statement of Financial Activities

Year ended 31 March 2024

|                                             |      |                         | 2024                  |                       | 2023             |
|---------------------------------------------|------|-------------------------|-----------------------|-----------------------|------------------|
|                                             | Note | Unrestricted funds<br>£ | Restricted funds<br>£ | Total funds<br>£      | Total funds<br>£ |
| <b>Income and endowments</b>                |      |                         |                       |                       |                  |
| Donations and legacies                      | 4    | 133,785                 | 22,660                | <b>156,445</b>        | 9,856            |
| Charitable activities                       | 5    | 564,373                 | –                     | <b>564,373</b>        | 461,588          |
| Investment income                           | 6    | 4,264                   | –                     | <b>4,264</b>          | 1,894            |
| <b>Total income</b>                         |      | <u>702,422</u>          | <u>22,660</u>         | <u><b>725,082</b></u> | <u>473,338</u>   |
| <b>Expenditure</b>                          |      |                         |                       |                       |                  |
| Expenditure on charitable activities        | 7,8  | 412,121                 | 7,500                 | <b>419,621</b>        | 346,293          |
| Other expenditure                           | 10   | 132,312                 | –                     | <b>132,312</b>        | 50,000           |
| <b>Total expenditure</b>                    |      | <u>544,433</u>          | <u>7,500</u>          | <u><b>551,933</b></u> | <u>396,293</u>   |
| <b>Net income and net movement in funds</b> |      | <u>157,989</u>          | <u>15,160</u>         | <u><b>173,149</b></u> | <u>77,045</u>    |
| <b>Reconciliation of funds</b>              |      |                         |                       |                       |                  |
| Total funds brought forward                 |      | 278,358                 | 17,394                | <b>295,752</b>        | 218,707          |
| <b>Total funds carried forward</b>          |      | <u>436,347</u>          | <u>32,554</u>         | <u><b>468,901</b></u> | <u>295,752</u>   |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 8 to 16 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Statement of Financial Position

31 March 2024

|                                                        | Note | 2024<br>£      | 2023<br>£      |
|--------------------------------------------------------|------|----------------|----------------|
| <b>Fixed assets</b>                                    |      |                |                |
| Tangible fixed assets                                  | 15   | 47,671         | 41,554         |
| <b>Current assets</b>                                  |      |                |                |
| Stocks                                                 | 16   | 6,081          | 4,119          |
| Debtors: due within one year                           | 17   | 9,645          | 10,225         |
| Cash at bank and in hand                               |      | 451,417        | 299,390        |
|                                                        |      | <u>467,143</u> | <u>313,734</u> |
| <b>Creditors: amounts falling due within one year</b>  |      |                |                |
| Trade creditors                                        |      | 40,073         | 29,100         |
| Other creditors including taxation and social security | 18   | 5,840          | 30,436         |
|                                                        |      | <u>45,913</u>  | <u>59,536</u>  |
| <b>Net current assets</b>                              |      | <u>421,230</u> | <u>254,198</u> |
| <b>Total assets less current liabilities</b>           |      | <u>468,901</u> | <u>295,752</u> |
| <b>Funds of the charity</b>                            |      |                |                |
| Restricted funds                                       |      | 32,554         | 17,394         |
| Unrestricted funds                                     |      | 436,347        | 278,358        |
| <b>Total charity funds</b>                             | 20   | <u>468,901</u> | <u>295,752</u> |

These financial statements were approved by the board of trustees and authorised for issue on 10 Jul 2024 ....., and are signed on behalf of the board by:

*Mr A. Fox*

Mr A. Fox - Hon Treasurer - Vice President  
Trustee

*Mrs M. Maudett*

Mrs M. Maudett - Chairman  
Trustee

The notes on pages 8 to 16 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Statement of Cash Flows

Year ended 31 March 2024

|                                                       | 2024<br>£ | 2023<br>£ |
|-------------------------------------------------------|-----------|-----------|
| <b>Cash flows from operating activities</b>           |           |           |
| Net income                                            | 173,149   | 77,045    |
| <i>Adjustments for:</i>                               |           |           |
| Depreciation of tangible fixed assets                 | 17,169    | 13,027    |
| Other interest receivable and similar income          | (4,264)   | (1,894)   |
| Interest payable and similar charges                  | 9,861     | 7,567     |
| <i>Changes in:</i>                                    |           |           |
| Stocks                                                | (1,962)   | (534)     |
| Trade and other debtors                               | 580       | (2,258)   |
| Trade and other creditors                             | (13,623)  | 33,275    |
| Cash generated from operations                        | 180,910   | 126,228   |
| Interest paid                                         | (9,861)   | (7,567)   |
| Interest received                                     | 4,264     | 1,894     |
| Net cash from operating activities                    | 175,313   | 120,555   |
| <b>Cash flows from investing activities</b>           |           |           |
| Purchase of tangible assets                           | (23,286)  | (48,653)  |
| Net cash used in investing activities                 | (23,286)  | (48,653)  |
| <b>Net increase in cash and cash equivalents</b>      | 152,027   | 71,902    |
| <b>Cash and cash equivalents at beginning of year</b> | 299,390   | 227,488   |
| <b>Cash and cash equivalents at end of year</b>       | 451,417   | 299,390   |

The notes on pages 8 to 16 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements

Year ended 31 March 2024

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### 1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is The Princess Royal Hospital, Brighton and Sussex University Hospitals NHS Trust, Lewes Road, Haywards Heath, West Sussex, RH16 4EX.

### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

### 3. Accounting policies

#### (a) Turnover/income

All income is shown net of value added tax.

Voluntary income and donations are accounted for as received by the charity. Legacies are accounted for when notified to the charity and quantifiable. The income from fundraising ventures is shown gross with the associated costs included in fundraising costs. No permanent endowments have been received in the period.

#### (b) Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### (c) Voluntary help and gifts in kind

The charity relies on a pool of voluntary helpers in running the hospital coffee shop of which an estimated value has been placed on this resource of £7,500, which has been included in the accounts as donations. Similarly, the charity at present receives the use of the premises in the Princess Royal Hospital for no cost. Therefore, a peppercorn rent of an estimated value of £7,500 has also been included in the accounts as administration costs.

#### (d) Going concern

There are no material uncertainties about the charity's ability to continue.

#### (e) Governance costs

Expenditure on management and administration of the charity included all expenses not directly related to the charitable activities or fundraising ventures.

#### (f) Restricted funds

Certain donations or legacy income are received with restrictions attached as to specific usage. These funds are separated from unrestricted or designated funds and used for the purpose of the restriction.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

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### **(g) Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

### **(h) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

### **(i) Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

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### 3. Accounting policies *(continued)*

#### (j) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### (k) Tangible assets

Tangible fixed assets are stated at cost less depreciation.

#### (l) Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

|                                 |   |                   |
|---------------------------------|---|-------------------|
| Shorthold lease                 | - | Over lease term   |
| Fixtures fittings and equipment | - | 20% straight line |
| Computer equipment              | - | 25% straight line |

#### (m) Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

#### (n) Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

### 3. Accounting policies *(continued)*

#### (o) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

#### (p) Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

### 4. Donations and legacies

|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|----------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b>     |                            |                          |                          |
| Donations            | 3,785                      | 22,660                   | <b>26,445</b>            |
| Donations in memoria | –                          | –                        | –                        |
| <b>Legacies</b>      |                            |                          |                          |
| Miss Taylor          | 5,000                      | –                        | <b>5,000</b>             |
| Merci Mason          | 125,000                    | –                        | <b>125,000</b>           |
|                      | <u>133,785</u>             | <u>22,660</u>            | <u><b>156,445</b></u>    |
|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
| <b>Donations</b>     |                            |                          |                          |
| Donations            | 1,512                      | 7,500                    | 9,012                    |
| Donations in memoria | 844                        | –                        | 844                      |
| <b>Legacies</b>      |                            |                          |                          |
| Miss Taylor          | –                          | –                        | –                        |
| Merci Mason          | –                          | –                        | –                        |
|                      | <u>2,356</u>               | <u>7,500</u>             | <u>9,856</u>             |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

### 5. Charitable activities

|                                              | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|----------------------------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Shop income                                  | <u>564,373</u>             | <u>564,373</u>           | <u>461,588</u>             | <u>461,588</u>           |
|                                              | <b>2024<br/>£</b>          | <b>2024<br/>£</b>        | <b>2023<br/>£</b>          | <b>2023<br/>£</b>        |
| Shop Income                                  |                            | <b>564,373</b>           |                            | <b>461,588</b>           |
| Shop costs - opening stock                   | <b>(4,119)</b>             |                          | (3,585)                    |                          |
| Shop costs - purchases                       | <b>(272,792)</b>           |                          | (224,153)                  |                          |
| Shop costs - closing stock                   | <b><u>6,081</u></b>        |                          | <b><u>4,119</u></b>        |                          |
|                                              |                            | <b><u>(270,830)</u></b>  |                            | <b><u>(223,619)</u></b>  |
| Gross profit                                 |                            | <b>293,543</b>           |                            | <b>237,969</b>           |
| Less: Shop costs - rent, rates and insurance | <b>(9,206)</b>             |                          | (9,238)                    |                          |
| Shop expenses                                | <b>(6,377)</b>             |                          | (6,807)                    |                          |
| Staff salaries                               | <b>(97,153)</b>            |                          | (78,523)                   |                          |
| Depreciation                                 | <b><u>(17,169)</u></b>     |                          | <b><u>(13,027)</u></b>     |                          |
|                                              |                            | <b><u>(129,905)</u></b>  |                            | <b><u>(107,595)</u></b>  |
| Profit                                       |                            | <b><u>163,638</u></b>    |                            | <b><u>130,374</u></b>    |

Shop expenses

No remuneration or benefit was paid to any trustees in the year

Shop salaries

At the year end there were five paid members of staff and the amount shown above is the charge for salaries and related expenses (see note 13).

### 6. Investment income

|                          | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Bank interest receivable | <u>4,264</u>               | <u>4,264</u>             | <u>1,894</u>               | <u>1,894</u>             |

### 7. Expenditure on charitable activities by fund type

|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|------------------|----------------------------|--------------------------|--------------------------|
| Shop expenditure | 393,235                    | 7,500                    | <b>400,735</b>           |
| Support costs    | 18,886                     | –                        | <b>18,886</b>            |
|                  | <u>412,121</u>             | <u>7,500</u>             | <b><u>419,621</u></b>    |
|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
| Shop expenditure | 323,714                    | 7,500                    | <b>331,214</b>           |
| Support costs    | 15,079                     | –                        | <b>15,079</b>            |
|                  | <u>338,793</u>             | <u>7,500</u>             | <b><u>346,293</u></b>    |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

### 8. Expenditure on charitable activities by activity type

|                              | Activities<br>undertaken<br>directly<br>£ | Support<br>costs<br>£ | Total funds<br>2024<br>£ | Total fund<br>2023<br>£ |
|------------------------------|-------------------------------------------|-----------------------|--------------------------|-------------------------|
| Shop expenditure             | 400,735                                   | –                     | 400,735                  | 331,214                 |
| Support and governance costs | –                                         | 18,886                | 18,886                   | 15,079                  |
|                              | <u>400,735</u>                            | <u>18,886</u>         | <u>419,621</u>           | <u>346,293</u>          |

### 9. Analysis of support costs

|                                                    | 2024<br>£     | 2023<br>£     |
|----------------------------------------------------|---------------|---------------|
| Accountancy fees                                   | 4,030         | 3,720         |
| Legal and professional fees                        | 3,300         | 2,600         |
| Printing Postage and Stationery                    | 781           | 134           |
| Sundry expenses                                    | 403           | 736           |
| Bank and credit card charges                       | 9,861         | 7,567         |
| Computer expenses including software subscriptions | 511           | 322           |
|                                                    | <u>18,886</u> | <u>15,079</u> |

### 10. Other expenditure

|                       | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|-----------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Granting of amenities | <u>132,312</u>             | <u>132,312</u>           | <u>50,000</u>              | <u>50,000</u>            |

The committee of management have spent £132,312 (2023 - £50,000) in the year on new amenities for the hospital.

Since the balance sheet date but before approval of these accounts, the charity has agreed to fund future equipment to its NHS Trust to the sum of £60,725 (2023 - £nil).

### 11. Net income

Net income is stated after charging/(crediting):

|                                       | 2024<br>£     | 2023<br>£     |
|---------------------------------------|---------------|---------------|
| Depreciation of tangible fixed assets | <u>17,169</u> | <u>13,027</u> |

### 12. Independent examination fees

|                                                                                                      | 2024<br>£    | 2023<br>£    |
|------------------------------------------------------------------------------------------------------|--------------|--------------|
| Fees payable to the independent examiner for:<br>Independent examination of the financial statements | <u>1,750</u> | <u>1,500</u> |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

### 13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

|                                         | 2024          | 2023          |
|-----------------------------------------|---------------|---------------|
|                                         | £             | £             |
| Wages and salaries                      | 92,628        | 75,461        |
| Social security costs                   | 2,919         | 1,931         |
| Employer contributions to pension plans | 1,606         | 1,131         |
|                                         | <u>97,153</u> | <u>78,523</u> |

The average head count of employees during the year was 4 (2023: 5).

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

### 14. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by any of the trustees.

### 15. Tangible fixed assets

|                         | Land and buildings<br>£ | Fixtures and fittings<br>£ | Equipment<br>£ | Total<br>£     |
|-------------------------|-------------------------|----------------------------|----------------|----------------|
| <b>Cost</b>             |                         |                            |                |                |
| At 1 April 2023         | 48,005                  | 59,733                     | 648            | 108,386        |
| Additions               | –                       | 23,286                     | –              | 23,286         |
| Disposals               | –                       | (18,535)                   | –              | (18,535)       |
| <b>At 31 March 2024</b> | <u>48,005</u>           | <u>64,484</u>              | <u>648</u>     | <u>113,137</u> |
| <b>Depreciation</b>     |                         |                            |                |                |
| At 1 April 2023         | 9,932                   | 56,860                     | 40             | 66,832         |
| Charge for the year     | 9,932                   | 7,197                      | 40             | 17,169         |
| Disposals               | –                       | (18,535)                   | –              | (18,535)       |
| <b>At 31 March 2024</b> | <u>19,864</u>           | <u>45,522</u>              | <u>80</u>      | <u>65,466</u>  |
| <b>Carrying amount</b>  |                         |                            |                |                |
| <b>At 31 March 2024</b> | <u>28,141</u>           | <u>18,962</u>              | <u>568</u>     | <u>47,671</u>  |
| At 31 March 2023        | <u>38,073</u>           | <u>2,873</u>               | <u>608</u>     | <u>41,554</u>  |

### 16. Stocks

|                               | 2024         | 2023         |
|-------------------------------|--------------|--------------|
|                               | £            | £            |
| Raw materials and consumables | <u>6,081</u> | <u>4,119</u> |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

### 17. Debtors

Debtors falling due within one year are as follows:

|                                | 2024         | 2023          |
|--------------------------------|--------------|---------------|
|                                | £            | £             |
| Trade debtors                  | 8,860        | 5,059         |
| Prepayments and accrued income | 785          | 857           |
| Other debtors                  | —            | 4,309         |
|                                | <u>9,645</u> | <u>10,225</u> |

### 18. Other creditors including taxation and social security falling due within one year

|                                 | 2024         | 2023          |
|---------------------------------|--------------|---------------|
|                                 | £            | £             |
| Social security and other taxes | 2,430        | 3,312         |
| Other creditors                 | 3,410        | 27,124        |
|                                 | <u>5,840</u> | <u>30,436</u> |

### 19. Pensions and other post retirement benefits

#### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,606 (2023: £1,131).

### 20. Analysis of charitable funds

#### Unrestricted funds

|               | At<br>1 April 2023 | Income         | Expenditure      | At 31 March<br>2024 |
|---------------|--------------------|----------------|------------------|---------------------|
|               | £                  | £              | £                | £                   |
| General funds | <u>278,358</u>     | <u>702,422</u> | <u>(544,433)</u> | <u>436,347</u>      |

|               | At<br>1 April 2022 | Income         | Expenditure      | At 31 March<br>2023 |
|---------------|--------------------|----------------|------------------|---------------------|
|               | £                  | £              | £                | £                   |
| General funds | <u>201,313</u>     | <u>465,838</u> | <u>(388,793)</u> | <u>278,358</u>      |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

### 20. Analysis of charitable funds *(continued)*

#### Restricted funds

|                 | At<br>1 April 2023<br>£ | Income<br>£ | Expenditure<br>£ | At 31 March<br>2024<br>£ |
|-----------------|-------------------------|-------------|------------------|--------------------------|
| Restricted Fund | 17,394                  | 22,660      | (7,500)          | 32,554                   |

|                 | At<br>1 April 2022<br>£ | Income<br>£ | Expenditure<br>£ | At 31 March<br>2023<br>£ |
|-----------------|-------------------------|-------------|------------------|--------------------------|
| Restricted Fund | 17,394                  | 7,500       | (7,500)          | 17,394                   |

### 21. Analysis of net assets between funds

|                            | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|----------------------------|----------------------------|--------------------------|--------------------------|
| Tangible fixed assets      | 47,671                     | –                        | 47,671                   |
| Current assets             | 434,589                    | 32,554                   | 467,143                  |
| Creditors less than 1 year | (45,913)                   | –                        | (45,913)                 |
| <b>Net assets</b>          | <b>436,347</b>             | <b>32,554</b>            | <b>468,901</b>           |

|                            | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|----------------------------|----------------------------|--------------------------|--------------------------|
| Tangible fixed assets      | 41,554                     | –                        | 41,554                   |
| Current assets             | 296,340                    | 17,394                   | 313,734                  |
| Creditors less than 1 year | (59,536)                   | –                        | (59,536)                 |
| <b>Net assets</b>          | <b>278,358</b>             | <b>17,394</b>            | <b>295,752</b>           |

### 22. Analysis of changes in net debt

|                          | At 1 Apr 2023<br>£ | Cash flows<br>£ | At<br>31 Mar 2024<br>£ |
|--------------------------|--------------------|-----------------|------------------------|
| Cash at bank and in hand | 299,390            | 152,027         | 451,417                |

### 23. Post balance sheet events

Since the year end a further legacy of £47,495.63 from Merci Mason has been received. This amount was unknown at the year end and has therefore not been included in the accounts.

### 24. Related parties

The charity is under the ultimate control of the trustees who comprise the members of the management committee.

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# Accounts

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**CHARITY REGISTRATION NUMBER: 257130**

**League of Friends of the Princess Royal Hospital**  
**Unaudited Financial Statements**  
**31 March 2023**

# **League of Friends of the Princess Royal Hospital**

## **Financial Statements**

**Year ended 31 March 2023**

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|                                               | <b>Pages</b>   |
|-----------------------------------------------|----------------|
| Trustees' annual report                       | <b>1 to 3</b>  |
| Independent examiner's report to the trustees | <b>4</b>       |
| Statement of financial activities             | <b>5</b>       |
| Statement of financial position               | <b>6</b>       |
| Statement of cash flows                       | <b>7</b>       |
| Notes to the financial statements             | <b>8 to 16</b> |

# League of Friends of the Princess Royal Hospital

## Trustees' Annual Report

Year ended 31 March 2023

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The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

### Reference and administrative details

|                             |                                                                                                                                            |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Registered charity name     | League of Friends of the Princess Royal Hospital                                                                                           |
| Charity registration number | 257130                                                                                                                                     |
| Principal office            | The Princess Royal Hospital<br>University Hospitals Sussex NHS Foundation Trust<br>Lewes Road<br>Haywards Heath<br>West Sussex<br>RH16 4EX |

### The trustees

Mr A. Fox - Hon Treasurer - Vice President  
Mrs M. Madden - Chairman  
Mr M. Lavelle  
Mr M. West-Eacott  
Dr Webster  
Mrs A. Gog (Resigned 1 September 2022)  
Mrs S. Harding  
Mrs P. Guggenheim - Hon Secretary (Resigned 14 September 2022)  
Mr M Temple-Smith  
Dr MC Rogers

Company secretary Dr MC Rogers

Independent examiner Christopher Whitley-Jones

### Structure, governance and management

The league was established under a constitution in 1956 as the Friends of Cuckfield Hospital which was then the general hospital for Mid-Sussex. A new hospital was built and opened in June 1991 as the Mid-Sussex District General Hospital. After the official opening by the Princess Royal in September 1991 it was renamed The Princess Royal Hospital. Subsequently the name of the supporting charity was changed to the League of Friends of The Princess Royal Hospital and its constitution was updated in 1997.

The contact address of the charity is The Princess Royal Hospital, University Hospitals Sussex NHS Foundation Trust, Lewes Road, Haywards Heath, West Sussex, RH16 4EX.

# League of Friends of the Princess Royal Hospital

## Trustees' Annual Report *(continued)*

Year ended 31 March 2023

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### Structure, governance and management *(continued)*

#### Board and Other Meetings

The charity is managed by a committee of management which meets frequently and full minutes are maintained.

All trustees are initially co-opted and then offer themselves for re-election at the first available Annual General Meeting.

|                    |                                      |
|--------------------|--------------------------------------|
| Mrs N.S.M. Cook    | (co-opted 3rd April 2023)            |
| Mr T.E. Dorrington | (co-opted 23rd March 2023)           |
| Mrs M. Dorrington  | (co-opted 23rd March 2023)           |
| Dr M.C. Rogers     | (co-opted 23rd March 2023) Secretary |

#### Risk Management

The trustees actively review the major risk which the charity faces on a regular basis and believe that maintaining reserves at a sufficient level to cover annual running costs, combined with an annual review of the control over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

#### Objectives and activities

The overriding objectives of the League as set out in the constitution are:

- a) to supplement the service of the hospital for the health, welfare and comfort of the patients therein by the provision of facilities, buildings and equipment which may be required for the treatment of such patients, or, for the running of the hospital and;
- b) to provide, or assist in the provision of, amenities in the hospital for patients and staff, including the provision and operation of hospital shops.

The coffee shop at the entrance of the hospital provides refreshment for patients, staff and visitors to the hospital. This is achieved by a full time manager and two part-time paid staff and a pool of loyal volunteers and raises funds for the beneficiaries of the league.

#### Achievements and performance

The total amount of equipment purchased by the League for the hospital is shown in note 10 to the accounts, and was funded by the charity's current year income. In previous years, equipment purchased by the League has been largely funded by using reserves held from previous years.

Details of the shop trading is provided in note 5 to the accounts.

#### Financial review

#### Principal funding sources

The League's principal funding comes from the running of the coffee shop, however it also receives funding from donations, legacies, collection boxes and also fundraising events.

# League of Friends of the Princess Royal Hospital

## Trustees' Annual Report *(continued)*

Year ended 31 March 2023

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### Financial review *(continued)*

#### Investment policy

Aside from retaining a prudent amount in reserves, the league's funds are invested in deposit accounts of the League's bankers.

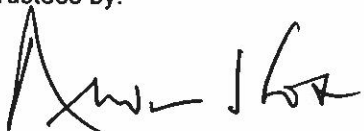
#### Reserves policy

The trustees have examined the charity's requirements for the reserves in light of the main risks to the organisation. It has established a policy to maintain a balance of at least £75,000 in reserves. At 31 March 2023, the level of unrestricted reserve was £278,358.

#### Plans for future periods

The League will continue to raise funds to help finance projects in accordance with its objectives. It is anticipated that the level of funds will be sufficient to meet the future requests for hospital amenities.

The trustees' annual report was approved on 14 July 2023 and signed on behalf of the board of trustees by:



Mr A. Fox - Hon Treasurer - Vice President  
Trustee



Mrs M. Madden - Chairman  
Trustee

# League of Friends of the Princess Royal Hospital

## Independent Examiner's Report to the Trustees of League of Friends of the Princess Royal Hospital

Year ended 31 March 2023

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I report to the trustees on my examination of the financial statements of League of Friends of the Princess Royal Hospital ('the charity') for the year ended 31 March 2023.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 financial statements do not accord with those records; or
3. the financial statements 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.

  
Christopher Whitley-Jones  
Independent Examiner

21/7/23

# League of Friends of the Princess Royal Hospital

## Statement of Financial Activities

Year ended 31 March 2023

|                                                           |      | Unrestricted<br>funds<br>£ | 2023<br>Restricted<br>funds<br>£ | Total funds<br>£ | 2022<br>Total funds<br>£ |
|-----------------------------------------------------------|------|----------------------------|----------------------------------|------------------|--------------------------|
|                                                           | Note |                            |                                  |                  |                          |
| <b>Income and endowments</b>                              |      |                            |                                  |                  |                          |
| Donations and legacies                                    | 4    | 2,356                      | 7,500                            | 9,856            | 13,624                   |
| Charitable activities                                     | 5    | 461,588                    | —                                | 461,588          | 375,810                  |
| Investment income                                         | 6    | 1,894                      | —                                | 1,894            | 868                      |
| <b>Total income</b>                                       |      | <u>465,838</u>             | <u>7,500</u>                     | <u>473,338</u>   | <u>390,302</u>           |
| <b>Expenditure</b>                                        |      |                            |                                  |                  |                          |
| Expenditure on charitable activities                      | 7,8  | 338,793                    | 7,500                            | 346,293          | 295,677                  |
| Other expenditure                                         | 10   | 50,000                     | —                                | 50,000           | 271,680                  |
| <b>Total expenditure</b>                                  |      | <u>388,793</u>             | <u>7,500</u>                     | <u>396,293</u>   | <u>567,357</u>           |
| <b>Net income/(expenditure) and net movement in funds</b> |      | <u>77,045</u>              | <u>—</u>                         | <u>77,045</u>    | <u>(177,055)</u>         |
| <b>Reconciliation of funds</b>                            |      |                            |                                  |                  |                          |
| Total funds brought forward                               |      | 201,313                    | 17,394                           | 218,707          | 395,762                  |
| <b>Total funds carried forward</b>                        |      | <u>278,358</u>             | <u>17,394</u>                    | <u>295,752</u>   | <u>218,707</u>           |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 8 to 16 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Statement of Financial Position

31 March 2023

|                                                        | Note | 2023<br>£      | 2022<br>£      |
|--------------------------------------------------------|------|----------------|----------------|
| <b>Fixed assets</b>                                    |      |                |                |
| Tangible fixed assets                                  | 15   | 41,554         | 5,928          |
| <b>Current assets</b>                                  |      |                |                |
| Stocks                                                 | 16   | 4,119          | 3,585          |
| Debtors: due within one year                           | 17   | 10,225         | 7,967          |
| Cash at bank and in hand                               |      | 299,390        | 227,488        |
|                                                        |      | <u>313,734</u> | <u>239,040</u> |
| <b>Creditors: amounts falling due within one year</b>  |      |                |                |
| Trade creditors                                        |      | 29,100         | 19,521         |
| Other creditors including taxation and social security | 18   | 30,436         | 6,740          |
|                                                        |      | <u>59,536</u>  | <u>26,261</u>  |
| <b>Net current assets</b>                              |      | <u>254,198</u> | <u>212,779</u> |
| <b>Total assets less current liabilities</b>           |      | <u>295,752</u> | <u>218,707</u> |
| <b>Funds of the charity</b>                            |      |                |                |
| Restricted funds                                       |      | 17,394         | 17,394         |
| Unrestricted funds                                     |      | 278,358        | 201,313        |
| <b>Total charity funds</b>                             | 20   | <u>295,752</u> | <u>218,707</u> |

14 July 2023 These financial statements were approved by the board of trustees and authorised for issue on 14 July 2023, and are signed on behalf of the board by:

Mr A. Fox - Hon Treasurer - Vice President  
Trustee

Mrs M. Madden - Chairman  
Trustee

The notes on pages 8 to 16 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Statement of Cash Flows

Year ended 31 March 2023

|                                                             | 2023<br>£ | 2022<br>£ |
|-------------------------------------------------------------|-----------|-----------|
| <b>Cash flows from operating activities</b>                 |           |           |
| Net income/(expenditure)                                    | 77,045    | (177,055) |
| <i>Adjustments for:</i>                                     |           |           |
| Depreciation of tangible fixed assets                       | 13,027    | 8,112     |
| Other interest receivable and similar income                | (1,894)   | (868)     |
| Interest payable and similar charges                        | 7,567     | 6,192     |
| Accrued income                                              | —         | (2,323)   |
| <i>Changes in:</i>                                          |           |           |
| Stocks                                                      | (534)     | (677)     |
| Trade and other debtors                                     | (2,258)   | (3,903)   |
| Trade and other creditors                                   | 33,275    | 5,286     |
| Cash generated from operations                              | 126,228   | (165,236) |
| Interest paid                                               | (7,567)   | (6,192)   |
| Interest received                                           | 1,894     | 868       |
| Net cash from/(used in) operating activities                | 120,555   | (170,560) |
| <b>Cash flows from investing activities</b>                 |           |           |
| Purchase of tangible assets                                 | (48,653)  | —         |
| Net cash used in investing activities                       | (48,653)  | —         |
| <b>Net increase/(decrease) in cash and cash equivalents</b> | 71,902    | (170,560) |
| <b>Cash and cash equivalents at beginning of year</b>       | 227,488   | 398,048   |
| <b>Cash and cash equivalents at end of year</b>             | 299,390   | 227,488   |

The notes on pages 8 to 16 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements

Year ended 31 March 2023

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### 1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is The Princess Royal Hospital, Brighton and Sussex University Hospitals NHS Trust, Lewes Road, Haywards Heath, West Sussex, RH16 4EX.

### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

### 3. Accounting policies

#### (a) Turnover/income

All income is shown net of value added tax.

Voluntary income and donations are accounted for as received by the charity. Legacies are accounted for when notified to the charity and quantifiable. The income from fundraising ventures is shown gross with the associated costs included in fundraising costs. No permanent endowments have been received in the period.

#### (b) Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### (c) Voluntary help and gifts in kind

The charity relies on a pool of voluntary helpers in running the hospital coffee shop of which an estimated value has been placed on this resource of £7,500, which has been included in the accounts as donations. Similarly, the charity at present receives the use of the premises in the Princess Royal Hospital for no cost. Therefore a peppercorn rent of an estimated value of £7,500 has also been included in the accounts as administration costs.

#### (d) Going concern

There are no material uncertainties about the charity's ability to continue.

#### (e) Governance costs

Expenditure on management and administration of the charity included all expenses not directly related to the charitable activities or fundraising ventures.

#### (f) Restricted funds

Certain donations or legacy income are received with restrictions attached as to specific usage. These funds are separated from unrestricted or designated funds and used for the purpose of the restriction.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

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### **(g) Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

### **(h) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

### **(i) Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

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### 3. Accounting policies *(continued)*

#### (j) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### (k) Tangible assets

Tangible fixed assets are stated at cost less depreciation.

#### (l) Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

|                                 |   |                   |
|---------------------------------|---|-------------------|
| Shorthold lease                 | - | Over lease term   |
| Fixtures fittings and equipment | - | 20% straight line |
| Computer equipment              | - | 25% straight line |

#### (m) Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

#### (n) Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

### 3. Accounting policies *(continued)*

#### (o) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

#### (p) Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

### 4. Donations and legacies

|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|----------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b>     |                            |                          |                          |
| Donations            | 1,512                      | 7,500                    | <b>9,012</b>             |
| Donations in memoria | 844                        | —                        | <b>844</b>               |
|                      | <u>2,356</u>               | <u>7,500</u>             | <u><b>9,856</b></u>      |

|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|----------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b>     |                            |                          |                          |
| Donations            | 4,740                      | 7,500                    | 12,240                   |
| Donations in memoria | 1,384                      | —                        | 1,384                    |
|                      | <u>6,124</u>               | <u>7,500</u>             | <u>13,624</u>            |

### 5. Charitable activities

|             | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|-------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Shop income | <u>461,588</u>             | <u><b>461,588</b></u>    | <u>375,810</u>             | <u><b>375,810</b></u>    |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

### 5. Charitable activities *(continued)*

|                                              | 2023<br>£       | 2023<br>£        | 2022<br>£      | 2022<br>£        |
|----------------------------------------------|-----------------|------------------|----------------|------------------|
| Shop Income                                  |                 | 461,588          |                | 375,810          |
| Shop costs - opening stock                   | (3,585)         |                  | (2,908)        |                  |
| Shop costs - purchases                       | (224,153)       |                  | (191,029)      |                  |
| Shop costs - closing stock                   | <u>4,119</u>    |                  | <u>3,585</u>   |                  |
|                                              |                 | <u>(223,619)</u> |                | <u>(190,352)</u> |
| Gross profit                                 |                 | 237,969          |                | 185,458          |
| Less: Shop costs - rent, rates and insurance | (9,238)         |                  | (9,206)        |                  |
| Shop expenses                                | (6,807)         |                  | (5,251)        |                  |
| Staff salaries                               | (78,523)        |                  | (68,932)       |                  |
| Depreciation                                 | <u>(13,027)</u> |                  | <u>(8,112)</u> |                  |
|                                              |                 | <u>(107,595)</u> |                | <u>(91,501)</u>  |
| Profit                                       |                 | <u>130,374</u>   |                | <u>93,957</u>    |

Shop expenses

No remuneration or benefit was paid to any trustees in the year

Shop salaries

At the year end there were five paid members of staff and the amount shown above is the charge for salaries and related expenses (see note 13).

### 6. Investment income

|                          | Unrestricted Funds<br>2023<br>£ | Total Funds<br>2023<br>£ | Unrestricted Funds<br>2022<br>£ | Total Funds<br>2022<br>£ |
|--------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|
| Bank interest receivable | <u>1,894</u>                    | <u>1,894</u>             | <u>868</u>                      | <u>868</u>               |

### 7. Expenditure on charitable activities by fund type

|                  | Unrestricted Funds<br>£ | Restricted Funds<br>£ | Total Funds<br>2023<br>£ |
|------------------|-------------------------|-----------------------|--------------------------|
| Shop expenditure | 323,714                 | 7,500                 | 331,214                  |
| Support costs    | <u>15,079</u>           | <u>-</u>              | <u>15,079</u>            |
|                  | <u>338,793</u>          | <u>7,500</u>          | <u>346,293</u>           |

|                  | Unrestricted Funds<br>£ | Restricted Funds<br>£ | Total Funds<br>2022<br>£ |
|------------------|-------------------------|-----------------------|--------------------------|
| Shop expenditure | 274,353                 | 7,500                 | 281,853                  |
| Support costs    | <u>13,824</u>           | <u>-</u>              | <u>13,824</u>            |
|                  | <u>288,177</u>          | <u>7,500</u>          | <u>295,677</u>           |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

### 8. Expenditure on charitable activities by activity type

|                  | Activities<br>undertaken<br>directly<br>£ | Support<br>costs<br>£ | Total funds<br>2023<br>£ | Total fund<br>2022<br>£ |
|------------------|-------------------------------------------|-----------------------|--------------------------|-------------------------|
| Shop expenditure | 331,214                                   | –                     | 331,214                  | 281,853                 |
| Governance costs | –                                         | 15,079                | 15,079                   | 13,824                  |
|                  | <u>331,214</u>                            | <u>15,079</u>         | <u>346,293</u>           | <u>295,677</u>          |

### 9. Analysis of support costs

|                                                    | 2023<br>£     | 2022<br>£     |
|----------------------------------------------------|---------------|---------------|
| Advertising                                        | –             | 445           |
| Accountancy fees                                   | 3,720         | 3,720         |
| Legal and professional fees                        | 2,600         | 2,277         |
| Printing Postage and Stationery                    | 134           | 232           |
| Sundry expenses                                    | 736           | 659           |
| Bank and credit card charges                       | 7,567         | 6,192         |
| Computer expenses including software subscriptions | 322           | 299           |
|                                                    | <u>15,079</u> | <u>13,824</u> |

### 10. Other expenditure

|                       | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|-----------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Granting of amenities | 50,000                     | 50,000                   | 21,680                     | 21,680                   |
| Grant to NHS Trust    | –                          | –                        | 250,000                    | 250,000                  |
|                       | <u>50,000</u>              | <u>50,000</u>            | <u>271,680</u>             | <u>271,680</u>           |

The committee of management have spent £50,000 (2022 - £21,680) in the year on new amenities for the hospital. In 2022, they made a one off grant to its NHS Trust in the sum of £250,000 in respect of state of the art equipment.

Since the balance sheet date but before approval of these accounts, the charity has agreed to fund future equipment to its NHS Trust to the sum of £nil (2022 - £50,000).

### 11. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

|                                       | 2023<br>£     | 2022<br>£    |
|---------------------------------------|---------------|--------------|
| Depreciation of tangible fixed assets | <u>13,027</u> | <u>8,112</u> |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

### 12. Independent examination fees

|                                                                                                      | 2023<br>£    | 2022<br>£    |
|------------------------------------------------------------------------------------------------------|--------------|--------------|
| Fees payable to the independent examiner for:<br>Independent examination of the financial statements | <u>1,500</u> | <u>1,500</u> |

### 13. Staff costs

The average head count of employees during the year was 5 (2022: 5).

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

### 14. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by any of the trustees.

### 15. Tangible fixed assets

|                         | Land and<br>buildings<br>£ | Fixtures and<br>fittings<br>£ | Equipment<br>£ | Total<br>£            |
|-------------------------|----------------------------|-------------------------------|----------------|-----------------------|
| <b>Cost</b>             |                            |                               |                |                       |
| At 1 April 2022         | 14,623                     | 59,733                        | 426            | <b>74,782</b>         |
| Additions               | 48,005                     | –                             | 648            | <b>48,653</b>         |
| Disposals               | (14,623)                   | –                             | (426)          | <b>(15,049)</b>       |
| <b>At 31 March 2023</b> | <u>48,005</u>              | <u>59,733</u>                 | <u>648</u>     | <u><b>108,386</b></u> |
| <b>Depreciation</b>     |                            |                               |                |                       |
| At 1 April 2022         | 14,623                     | 53,805                        | 426            | <b>68,854</b>         |
| Charge for the year     | 9,932                      | 3,055                         | 40             | <b>13,027</b>         |
| Disposals               | (14,623)                   | –                             | (426)          | <b>(15,049)</b>       |
| <b>At 31 March 2023</b> | <u>9,932</u>               | <u>56,860</u>                 | <u>40</u>      | <u><b>66,832</b></u>  |
| <b>Carrying amount</b>  |                            |                               |                |                       |
| <b>At 31 March 2023</b> | <u>38,073</u>              | <u>2,873</u>                  | <u>608</u>     | <u><b>41,554</b></u>  |
| At 31 March 2022        | <u>–</u>                   | <u>5,928</u>                  | <u>–</u>       | <u>5,928</u>          |

### 16. Stocks

|                               | 2023<br>£    | 2022<br>£    |
|-------------------------------|--------------|--------------|
| Raw materials and consumables | <u>4,119</u> | <u>3,585</u> |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

### 17. Debtors

Debtors falling due within one year are as follows:

|                                | 2023          | 2022         |
|--------------------------------|---------------|--------------|
|                                | £             | £            |
| Trade debtors                  | 5,059         | 6,791        |
| Prepayments and accrued income | 857           | 788          |
| Other debtors                  | 4,309         | 388          |
|                                | <u>10,225</u> | <u>7,967</u> |

### 18. Other creditors including taxation and social security falling due within one year

|                                 | 2023          | 2022         |
|---------------------------------|---------------|--------------|
|                                 | £             | £            |
| Social security and other taxes | 3,312         | 3,660        |
| Other creditors and accruals    | 27,124        | 3,080        |
|                                 | <u>30,436</u> | <u>6,740</u> |

### 19. Pensions and other post retirement benefits

#### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,131 (2022: £1,019).

### 20. Analysis of charitable funds

#### Unrestricted funds

|               | At<br>1 April 2022 | Income         | Expenditure      | At 31 March<br>2023 |
|---------------|--------------------|----------------|------------------|---------------------|
|               | £                  | £              | £                | £                   |
| General funds | <u>201,313</u>     | <u>465,838</u> | <u>(388,793)</u> | <u>278,358</u>      |

|               | At<br>1 April 2021 | Income         | Expenditure      | At 31 March<br>2022 |
|---------------|--------------------|----------------|------------------|---------------------|
|               | £                  | £              | £                | £                   |
| General funds | <u>378,368</u>     | <u>382,802</u> | <u>(559,857)</u> | <u>201,313</u>      |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

### 20. Analysis of charitable funds *(continued)*

#### Restricted funds

|                   | At<br>1 April 2022 | Income       | Expenditure    | At 31 March<br>2023 |
|-------------------|--------------------|--------------|----------------|---------------------|
|                   | £                  | £            | £              | £                   |
| Restricted Fund 1 | <u>17,394</u>      | <u>7,500</u> | <u>(7,500)</u> | <u>17,394</u>       |

|                   | At<br>1 April 2021 | Income       | Expenditure    | At 31 March<br>2022 |
|-------------------|--------------------|--------------|----------------|---------------------|
|                   | £                  | £            | £              | £                   |
| Restricted Fund 1 | <u>17,394</u>      | <u>7,500</u> | <u>(7,500)</u> | <u>17,394</u>       |

### 21. Analysis of net assets between funds

|                            | Unrestricted<br>Funds | Total Funds<br>2023 |
|----------------------------|-----------------------|---------------------|
|                            | £                     | £                   |
| Tangible fixed assets      | 41,554                | <b>41,554</b>       |
| Current assets             | 313,734               | <b>313,734</b>      |
| Creditors less than 1 year | <u>(59,536)</u>       | <u>(59,536)</u>     |
| <b>Net assets</b>          | <u>295,752</u>        | <u>295,752</u>      |

|                            | Unrestricted<br>Funds | Total Funds<br>2022 |
|----------------------------|-----------------------|---------------------|
|                            | £                     | £                   |
| Tangible fixed assets      | 5,928                 | 5,928               |
| Current assets             | 239,040               | 239,040             |
| Creditors less than 1 year | <u>(26,261)</u>       | <u>(26,261)</u>     |
| <b>Net assets</b>          | <u>218,707</u>        | <u>218,707</u>      |

### 22. Analysis of changes in net debt

|                          | At 1 Apr 2022  | Cash flows    | At<br>31 Mar 2023 |
|--------------------------|----------------|---------------|-------------------|
|                          | £              | £             | £                 |
| Cash at bank and in hand | <u>227,488</u> | <u>71,902</u> | <u>299,390</u>    |

### 23. Related parties

The charity is under the ultimate control of the trustees who comprise the members of the management committee.

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# Accounts

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**CHARITY REGISTRATION NUMBER: 257130**

**League of Friends of the Princess Royal Hospital**  
**Unaudited Financial Statements**  
**31 March 2022**

**PRB ACCOUNTANTS LLP**  
Chartered accountants

# **League of Friends of the Princess Royal Hospital**

## **Financial Statements**

**Year ended 31 March 2022**

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|                                               | <b>Pages</b>   |
|-----------------------------------------------|----------------|
| Trustees' annual report                       | <b>1 to 3</b>  |
| Independent examiner's report to the trustees | <b>4</b>       |
| Statement of financial activities             | <b>5</b>       |
| Statement of financial position               | <b>6</b>       |
| Statement of cash flows                       | <b>7</b>       |
| Notes to the financial statements             | <b>8 to 17</b> |

# League of Friends of the Princess Royal Hospital

## Trustees' Annual Report

Year ended 31 March 2022

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The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

### Reference and administrative details

|                                    |                                                                                                                                              |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Registered charity name</b>     | League of Friends of the Princess Royal Hospital                                                                                             |
| <b>Charity registration number</b> | 257130                                                                                                                                       |
| <b>Principal office</b>            | The Princess Royal Hospital<br>Brighton and Sussex University Hospitals NHS Trust<br>Lewes Road<br>Haywards Heath<br>West Sussex<br>RH16 4EX |

### The trustees

Mr A. Fox - Hon Treasurer - Vice President  
Mrs M. Madden - Chairman  
Mr M. Lavelle  
Mr M. West-Eacott  
Dr Webster  
Mrs A. Gog (Resigned 1 September 2022)  
Mrs S. Harding  
Mrs P. Guggenheim - Hon Secretary (Resigned 14 September 2022)  
Mr M Temple-Smith

**Company secretary** Mrs P. Guggenheim - Hon Secretary

**Independent examiner** Christopher Whitley-Jones

### Structure, governance and management

The league was established under a constitution in 1956 as the Friends of Cuckfield Hospital which was then the general hospital for Mid-Sussex. A new hospital was built and opened in June 1991 as the Mid-Sussex District General Hospital. After the official opening by the Princess Royal in September 1991 it was renamed The Princess Royal Hospital. Subsequently the name of the supporting charity was changed to the League of Friends of The Princess Royal Hospital and its constitution was updated in 1997.

The contact address of the charity is The Princess Royal Hospital, Brighton and Sussex University Hospitals NHS Trust, Lewes Road, Haywards Heath, West Sussex, RH16 4EX.

### Board and Other Meetings

The charity is managed by a committee of management which meets frequently and full minutes are maintained.

All trustees are initially co-opted and then offer themselves for re-election at the first available Annual General Meeting.

# **League of Friends of the Princess Royal Hospital**

## **Trustees' Annual Report *(continued)***

**Year ended 31 March 2022**

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### **Structure, governance and management *(continued)***

#### **Risk Management**

The trustees actively review the major risk which the charity faces on a regular basis and believe that maintaining reserves at a sufficient level to cover annual running costs, combined with an annual review of the control over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

#### **Objectives and activities**

The overriding objectives of the League as set out in the constitution are:

a) to supplement the service of the hospital for the health, welfare and comfort of the patients therein by the provision of facilities, buildings and equipment which may be required for the treatment of such patients, or, for the running of the hospital and;

b) to provide, or assist in the provision of, amenities in the hospital for patients and staff, including the provision and operation of hospital shops.

The coffee shop at the entrance of the hospital provides refreshment for patients, staff and visitors to the hospital. This is achieved by a full time manager and two part-time paid staff and a pool of loyal volunteers and raises funds for the beneficiaries of the league.

#### **Achievements and performance**

The total amount of equipment purchased by the League for the hospital is shown in note 10 to the accounts, and was largely funded by using reserves held from previous years.

Details of the shop trading is provided in note 5 to the accounts.

#### **Financial review**

##### **Principal funding sources**

The League's principal funding comes from the running of the coffee shop, however it also receives funding from donations, legacies, collection boxes and also fundraising events.

##### **Investment policy**

Aside from retaining a prudent amount in reserves, the league's funds are invested in deposit accounts of the League's bankers.

##### **Reserves policy**

The trustees have examined the charity's requirements for the reserves in light of the main risks to the organisation. It has established a policy to maintain a balance of at least £75,000 in reserves. At 31 March 2022, the level of unrestricted reserve was £201,313.

##### **Plans for future periods**

The League will continue to raise funds to help finance projects in accordance with its objectives. It is anticipated that the level of funds will be sufficient to meet the future requests for hospital amenities.

# League of Friends of the Princess Royal Hospital

## Trustees' Annual Report *(continued)*

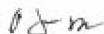
Year ended 31 March 2022

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### Events after the end of the reporting period

Particulars of events after the reporting date are detailed in note 24 to the financial statements.

The trustees' annual report was approved on 19 Jan 2023 ..... and signed on behalf of the board of trustees by:



Mr A. Fox - Hon Treasurer - Vice President  
Trustee



Mrs M. Madden - Chairman  
Trustee

# League of Friends of the Princess Royal Hospital

## Independent Examiner's Report to the Trustees of League of Friends of the Princess Royal Hospital

Year ended 31 March 2022

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I report to the trustees on my examination of the financial statements of League of Friends of the Princess Royal Hospital ('the charity') for the year ended 31 March 2022.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 financial statements do not accord with those records; or
3. the financial statements 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.



Christopher Whitley-Jones  
Independent Examiner

23/1/23

# League of Friends of the Princess Royal Hospital

## Statement of Financial Activities

Year ended 31 March 2022

|                                                           |      | Unrestricted<br>funds<br>£ | 2022<br>Restricted<br>funds<br>£ | Total funds<br>£ | 2021<br>Total funds<br>£ |
|-----------------------------------------------------------|------|----------------------------|----------------------------------|------------------|--------------------------|
|                                                           | Note |                            |                                  |                  |                          |
| <b>Income and endowments</b>                              |      |                            |                                  |                  |                          |
| Donations and legacies                                    | 4    | 6,124                      | 7,500                            | 13,624           | 20,736                   |
| Charitable activities                                     | 5    | 375,810                    | –                                | 375,810          | 240,145                  |
| Investment income                                         | 6    | 868                        | –                                | 868              | 2,101                    |
| <b>Total income</b>                                       |      | <u>382,802</u>             | <u>7,500</u>                     | <u>390,302</u>   | <u>262,982</u>           |
| <b>Expenditure</b>                                        |      |                            |                                  |                  |                          |
| Expenditure on charitable activities                      | 7,8  | 288,177                    | 7,500                            | 295,677          | 229,697                  |
| Other expenditure                                         | 10   | 271,680                    | –                                | 271,680          | 1,921                    |
| <b>Total expenditure</b>                                  |      | <u>559,857</u>             | <u>7,500</u>                     | <u>567,357</u>   | <u>231,618</u>           |
| <b>Net (expenditure)/income and net movement in funds</b> |      | <u>(177,055)</u>           | <u>–</u>                         | <u>(177,055)</u> | <u>31,364</u>            |
| <b>Reconciliation of funds</b>                            |      |                            |                                  |                  |                          |
| Total funds brought forward                               |      | 378,368                    | 17,394                           | 395,762          | 364,398                  |
| <b>Total funds carried forward</b>                        |      | <u>201,313</u>             | <u>17,394</u>                    | <u>218,707</u>   | <u>395,762</u>           |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 8 to 17 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Statement of Financial Position

31 March 2022

|                                                        | Note | 2022<br>£      | 2021<br>£      |
|--------------------------------------------------------|------|----------------|----------------|
| <b>Fixed assets</b>                                    |      |                |                |
| Tangible fixed assets                                  | 16   | 5,928          | 14,040         |
| <b>Current assets</b>                                  |      |                |                |
| Stocks                                                 | 17   | 3,585          | 2,908          |
| Debtors: due within one year                           | 18   | 7,967          | 4,064          |
| Cash at bank and in hand                               |      | 227,488        | 398,048        |
|                                                        |      | <u>239,040</u> | <u>405,020</u> |
| <b>Creditors: amounts falling due within one year</b>  |      |                |                |
| Trade creditors                                        |      | 19,521         | 17,097         |
| Other creditors including taxation and social security | 19   | 3,660          | 3,878          |
|                                                        |      | <u>23,181</u>  | <u>20,975</u>  |
| <b>Net current assets</b>                              |      | <b>215,859</b> | <b>384,045</b> |
| <b>Total assets less current liabilities</b>           |      | <b>221,787</b> | <b>398,085</b> |
| <b>Accruals and deferred income</b>                    |      | <b>3,080</b>   | <b>2,323</b>   |
| <b>Net assets</b>                                      |      | <b>218,707</b> | <b>395,762</b> |
| <b>Funds of the charity</b>                            |      |                |                |
| Restricted funds                                       |      | 17,394         | 17,394         |
| Unrestricted funds                                     |      | 201,313        | 378,368        |
| <b>Total charity funds</b>                             | 21   | <b>218,707</b> | <b>395,762</b> |

These financial statements were approved by the board of trustees and authorised for issue on 19 Jan 2023....., and are signed on behalf of the board by:

  
 Mr A. Fox - Hon Treasurer - Vice President  
 Trustee

  
 Mrs M. Madden - Chairman  
 Trustee

The notes on pages 8 to 17 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Statement of Cash Flows

Year ended 31 March 2022

|                                                       | 2022<br>£        | 2021<br>£       |
|-------------------------------------------------------|------------------|-----------------|
| <b>Cash flows from operating activities</b>           |                  |                 |
| Net (expenditure)/income                              | (177,055)        | 31,364          |
| <i>Adjustments for:</i>                               |                  |                 |
| Depreciation of tangible fixed assets                 | 8,112            | 8,137           |
| Other interest receivable and similar income          | (868)            | (2,101)         |
| Interest payable and similar charges                  | 6,192            | 4,380           |
| Accrued expenses                                      | 757              | 793             |
| <i>Changes in:</i>                                    |                  |                 |
| Stocks                                                | (677)            | 3,635           |
| Trade and other debtors                               | (3,903)          | 4,182           |
| Trade and other creditors                             | 2,206            | (60,947)        |
| Cash generated from operations                        | (165,236)        | (10,557)        |
| Interest paid                                         | (6,192)          | (4,380)         |
| Interest received                                     | 868              | 2,101           |
| Net cash used in operating activities                 | (170,560)        | (12,836)        |
| <b>Cash flows from investing activities</b>           |                  |                 |
| Purchase of tangible assets                           | -                | (1,667)         |
| Net cash used in investing activities                 | -                | (1,667)         |
| <b>Net decrease in cash and cash equivalents</b>      | <b>(170,560)</b> | <b>(14,503)</b> |
| <b>Cash and cash equivalents at beginning of year</b> | <b>398,048</b>   | <b>412,551</b>  |
| <b>Cash and cash equivalents at end of year</b>       | <b>227,488</b>   | <b>398,048</b>  |

The notes on pages 8 to 17 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements

Year ended 31 March 2022

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### 1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is The Princess Royal Hospital, Brighton and Sussex University Hospitals NHS Trust, Lewes Road, Haywards Heath, West Sussex, RH16 4EX.

### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

### 3. Accounting policies

#### (a) Turnover/income

All income is shown net of value added tax.

Voluntary income and donations are accounted for as received by the charity. Legacies are accounted for when notified to the charity and quantifiable. The income from fundraising ventures is shown gross with the associated costs included in fundraising costs. No permanent endowments have been received in the period.

#### (b) Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### (c) Voluntary help and gifts in kind

The charity relies on a pool of voluntary helpers in running the hospital coffee shop. No value has been placed on this resource. Similarly, the charity at present receives the use of the premises in the Princess Royal Hospital for no cost, with a peppercorn rent to be charged for a future period. This intangible income has been valued at £7,500 per annum and has been included in these accounts with a compensating rent in administration costs.

#### (d) Going concern

There are no material uncertainties about the charity's ability to continue.

#### (e) Governance costs

Expenditure on management and administration of the charity included all expenses not directly related to the charitable activities or fundraising ventures.

#### (f) Restricted funds

Certain donations or legacy income are received with restrictions attached as to specific usage. These funds are separated from unrestricted or designated funds and used for the purpose of the restriction.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

**Year ended 31 March 2022**

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### **(g) Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

### **(h) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

### **(i) Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

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### 3. Accounting policies *(continued)*

#### (j) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### (k) Tangible assets

Tangible fixed assets are stated at cost less depreciation.

#### (l) Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

|                                 |   |                   |
|---------------------------------|---|-------------------|
| Shorthold lease                 | - | 10% straight line |
| Fixtures fittings and equipment | - | 20% straight line |
| Computer equipment              | - | 25% straight line |

#### (m) Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

#### (n) Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

### 3. Accounting policies *(continued)*

#### (o) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

#### (p) Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

### 4. Donations and legacies

|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|----------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b>     |                            |                          |                          |
| Donations            | 4,740                      | 7,500                    | 12,240                   |
| Donations in memoria | 1,384                      | —                        | 1,384                    |
|                      | <u>6,124</u>               | <u>7,500</u>             | <u>13,624</u>            |
|                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
| <b>Donations</b>     |                            |                          |                          |
| Donations            | 11,851                     | 7,500                    | 19,351                   |
| Donations in memoria | 1,385                      | —                        | 1,385                    |
|                      | <u>13,236</u>              | <u>7,500</u>             | <u>20,736</u>            |

### 5. Charitable activities

|             | Unrestricted<br>Funds<br>£ | Total Funds<br>2022<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
|-------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Shop income | <u>375,810</u>             | <u>375,810</u>           | <u>240,145</u>             | <u>240,145</u>           |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

### 5. Charitable activities *(continued)*

|                                              | 2022<br>£      | 2022<br>£        | 2021<br>£      | 2021<br>£        |
|----------------------------------------------|----------------|------------------|----------------|------------------|
| Shop Income                                  |                | 375,810          |                | 240,145          |
| Shop costs - opening stock                   | (2,908)        |                  | (6,543)        |                  |
| Shop costs - purchases                       | (191,029)      |                  | (122,620)      |                  |
| Shop costs - closing stock                   | <u>3,585</u>   |                  | <u>2,908</u>   |                  |
|                                              |                | <u>(190,352)</u> |                | <u>(126,255)</u> |
| Gross profit                                 |                | 185,458          |                | 113,890          |
| Less: Shop costs - rent, rates and insurance | (9,206)        |                  | (9,101)        |                  |
| Shop expenses                                | (5,251)        |                  | (2,479)        |                  |
| Staff salaries                               | (68,932)       |                  | (71,235)       |                  |
| Depreciation                                 | <u>(8,112)</u> |                  | <u>(8,138)</u> |                  |
|                                              |                | <u>(91,501)</u>  |                | <u>(90,953)</u>  |
|                                              |                | <u>93,957</u>    |                | <u>22,937</u>    |

Shop expenses

No remuneration or benefit was paid to any trustees in the year

Shop salaries

At the year end there were five paid members of staff and the amount shown above is the charge for salaries and related expenses (see note 13).

### 6. Investment income

|                          | Unrestricted Funds | Total Funds | Unrestricted Funds | Total Funds  |
|--------------------------|--------------------|-------------|--------------------|--------------|
|                          | 2022<br>£          | 2022<br>£   | 2021<br>£          | 2021<br>£    |
| Bank interest receivable | <u>868</u>         | <u>868</u>  | <u>2,101</u>       | <u>2,101</u> |

### 7. Expenditure on charitable activities by fund type

|                  | Unrestricted Funds | Restricted Funds | Total Funds    |
|------------------|--------------------|------------------|----------------|
|                  | 2022<br>£          | 2022<br>£        | 2022<br>£      |
| Shop expenditure | 274,353            | 7,500            | 281,853        |
| Support costs    | <u>13,824</u>      | <u>—</u>         | <u>13,824</u>  |
|                  | <u>288,177</u>     | <u>7,500</u>     | <u>295,677</u> |

|                  | Unrestricted Funds | Restricted Funds | Total Funds    |
|------------------|--------------------|------------------|----------------|
|                  | 2021<br>£          | 2021<br>£        | 2021<br>£      |
| Shop expenditure | 209,708            | 7,500            | 217,208        |
| Support costs    | <u>12,489</u>      | <u>—</u>         | <u>12,489</u>  |
|                  | <u>222,197</u>     | <u>7,500</u>     | <u>229,697</u> |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

### 8. Expenditure on charitable activities by activity type

|                  | Activities<br>undertaken<br>directly<br>£ | Support<br>costs<br>£ | Total funds<br>2022<br>£ | Total fund<br>2021<br>£ |
|------------------|-------------------------------------------|-----------------------|--------------------------|-------------------------|
| Shop expenditure | 281,853                                   | —                     | 281,853                  | 217,208                 |
| Governance costs | —                                         | 13,824                | 13,824                   | 12,489                  |
|                  | <u>281,853</u>                            | <u>13,824</u>         | <u>295,677</u>           | <u>229,697</u>          |

### 9. Analysis of support costs

|                                                    | 2022<br>£     | 2021<br>£     |
|----------------------------------------------------|---------------|---------------|
| Advertising                                        | 445           | —             |
| Accountancy fees                                   | 3,720         | 3,720         |
| Legal and professional fees                        | 2,277         | 2,069         |
| Printing Postage and Stationery                    | 232           | 571           |
| Sundry expenses                                    | 659           | 1,029         |
| Bank and credit card charges                       | 6,192         | 4,380         |
| Computer expenses including software subscriptions | 299           | 720           |
|                                                    | <u>13,824</u> | <u>12,489</u> |

### 10. Other expenditure

|                       | Unrestricted<br>Funds<br>£ | Total Funds<br>2022<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
|-----------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Granting of amenities | 21,680                     | 21,680                   | 1,921                      | 1,921                    |
| Grant to NHS Trust    | 250,000                    | 250,000                  | —                          | —                        |
|                       | <u>271,680</u>             | <u>271,680</u>           | <u>1,921</u>               | <u>1,921</u>             |

The committee of management have spent £21,680 (2021 - £1,921) in the year on new amenities for the hospital. They have also made a one off grant to its NHS Trust in the sum of £250,000 in respect of state of the art equipment.

Since the balance sheet date but before approval of these accounts, the charity has agreed to fund future equipment to its NHS Trust to the sum of £50,000.

### 11. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

|                                       | 2022<br>£    | 2021<br>£    |
|---------------------------------------|--------------|--------------|
| Depreciation of tangible fixed assets | <u>8,112</u> | <u>8,137</u> |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

**Year ended 31 March 2022**

### 12. Independent examination fees

|                                                                                                      | 2022<br>£    | 2021<br>£    |
|------------------------------------------------------------------------------------------------------|--------------|--------------|
| Fees payable to the independent examiner for:<br>Independent examination of the financial statements | <u>1,500</u> | <u>1,500</u> |

### 13. Staff costs

The average head count of employees during the year was 5 (2021: 4).

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

### 14. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by any of the trustees.

### 15. Transfers between funds

The transfer between the reserves has occurred due to income being wrongly analysed as restricted income in previous years.

### 16. Tangible fixed assets

|                                   | Land and<br>buildings<br>£ | Fixtures and<br>fittings<br>£ | Equipment<br>£ | Total<br>£    |
|-----------------------------------|----------------------------|-------------------------------|----------------|---------------|
| <b>Cost</b>                       |                            |                               |                |               |
| At 1 April 2021 and 31 March 2022 | <u>14,623</u>              | <u>59,733</u>                 | <u>426</u>     | <u>74,782</u> |
| <b>Depreciation</b>               |                            |                               |                |               |
| At 1 April 2021                   | 14,623                     | 45,799                        | 320            | 60,742        |
| Charge for the year               | <u>–</u>                   | <u>8,006</u>                  | <u>106</u>     | <u>8,112</u>  |
| At 31 March 2022                  | <u>14,623</u>              | <u>53,805</u>                 | <u>426</u>     | <u>68,854</u> |
| <b>Carrying amount</b>            |                            |                               |                |               |
| At 31 March 2022                  | <u>–</u>                   | <u>5,928</u>                  | <u>–</u>       | <u>5,928</u>  |
| At 31 March 2021                  | <u>–</u>                   | <u>13,934</u>                 | <u>106</u>     | <u>14,040</u> |

### 17. Stocks

|                               | 2022<br>£    | 2021<br>£    |
|-------------------------------|--------------|--------------|
| Raw materials and consumables | <u>3,585</u> | <u>2,908</u> |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

### 18. Debtors

Debtors falling due within one year are as follows:

|                                | 2022         | 2021         |
|--------------------------------|--------------|--------------|
|                                | £            | £            |
| Trade debtors                  | 6,791        | 3,646        |
| Prepayments and accrued income | 788          | —            |
| Other debtors                  | 388          | 418          |
|                                | <u>7,967</u> | <u>4,064</u> |

### 19. Other creditors including taxation and social security falling due within one year

|                                 | 2022         | 2021         |
|---------------------------------|--------------|--------------|
|                                 | £            | £            |
| Social security and other taxes | <u>3,660</u> | <u>3,878</u> |

### 20. Pensions and other post retirement benefits

#### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,019 (2021: £1,183).

### 21. Analysis of charitable funds

#### Unrestricted funds

|               | At<br>1 April 2021 | Income         | Expenditure      | At 31 March<br>2022 |
|---------------|--------------------|----------------|------------------|---------------------|
|               | £                  | £              | £                | £                   |
| General funds | <u>378,368</u>     | <u>382,802</u> | <u>(559,857)</u> | <u>201,313</u>      |

|               | At<br>1 April 2020 | Income         | Expenditure      | At 31 March<br>2021 |
|---------------|--------------------|----------------|------------------|---------------------|
|               | £                  | £              | £                | £                   |
| General funds | <u>347,004</u>     | <u>255,482</u> | <u>(224,118)</u> | <u>378,368</u>      |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

### 21. Analysis of charitable funds *(continued)*

#### Restricted funds

|                 | At<br>1 April 2021<br>£ | Income<br>£  | Expenditure<br>£ | At 31 March<br>2022<br>£ |
|-----------------|-------------------------|--------------|------------------|--------------------------|
| Restricted Fund | <u>17,394</u>           | <u>7,500</u> | <u>(7,500)</u>   | <u>17,394</u>            |

|                 | At<br>1 April 2020<br>£ | Income<br>£  | Expenditure<br>£ | At 31 March<br>2021<br>£ |
|-----------------|-------------------------|--------------|------------------|--------------------------|
| Restricted Fund | <u>17,394</u>           | <u>7,500</u> | <u>(7,500)</u>   | <u>17,394</u>            |

### 22. Analysis of net assets between funds

|                            | Unrestricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|----------------------------|----------------------------|--------------------------|
| Tangible fixed assets      | 5,928                      | <b>5,928</b>             |
| Current assets             | 239,040                    | <b>239,040</b>           |
| Creditors less than 1 year | <u>(26,261)</u>            | <u>(26,261)</u>          |
| <b>Net assets</b>          | <u>218,707</u>             | <u>218,707</u>           |

|                            | Unrestricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
|----------------------------|----------------------------|--------------------------|
| Tangible fixed assets      | 14,040                     | 14,040                   |
| Current assets             | 405,020                    | 405,020                  |
| Creditors less than 1 year | <u>(23,298)</u>            | <u>(23,298)</u>          |
| <b>Net assets</b>          | <u>395,762</u>             | <u>395,762</u>           |

### 23. Analysis of changes in net debt

|                          | At 1 Apr 2021<br>£ | Cash flows<br>£  | At<br>31 Mar 2022<br>£ |
|--------------------------|--------------------|------------------|------------------------|
| Cash at bank and in hand | <u>398,048</u>     | <u>(170,560)</u> | <u>227,488</u>         |

# **League of Friends of the Princess Royal Hospital**

## **Notes to the Financial Statements *(continued)***

**Year ended 31 March 2022**

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### **24. Post balance sheet events**

In March 2020 an outbreak of the COVID-19 virus occurred causing a global pandemic recognised by the World Health Organisation (WHO). This pandemic is still on going and has continued into 2022.

The effect of the UK Government measures to limit the spread of the virus have been widespread, urging people to remain at home wherever possible, including work from home if available and to undertake "social distancing" measures.

In response to this the trustees of the charity have assessed the impact of these measures. The coffee shop has been able to remain open as it was deemed essential work, selling food and drink to hospital staff and patients, so was allowed to continue with extra safety measures and personal protection equipment in place.

The hospital saw a fall in the number of patients and visitors in 2020 due to Covid 19 restrictions, which effected the charity's coffee shop turnover. However, due to easing of restrictions in 2021, the charity has seen patient and visitor numbers start to increase. The charity also feel that with its current level of reserves it remains in a good position to continue to help the hospital and has no going concern issues.

The Trustees continue to monitor the situation as it changes and believe the Charity is positioned well to react to further developments.

In November 2022, the Trustees authorised expenditure of £74,000 to modernise and refit the coffee shop.

### **25. Related parties**

The charity is under the ultimate control of the trustees who comprise the members of the management committee.

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# Accounts

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CHARITY REGISTRATION NUMBER: 257130

**League of Friends of the Princess Royal Hospital**  
**Unaudited Financial Statements**  
**31 March 2021**

**PRB ACCOUNTANTS LLP**  
Chartered accountants

# **League of Friends of the Princess Royal Hospital**

## **Financial Statements**

**Year ended 31 March 2021**

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| Independent examiner's report to the trustees | <b>4</b>       |
| Statement of financial activities             | <b>5</b>       |
| Statement of financial position               | <b>6</b>       |
| Statement of cash flows                       | <b>7</b>       |
| Notes to the financial statements             | <b>8 to 17</b> |

# League of Friends of the Princess Royal Hospital

## Trustees' Annual Report

Year ended 31 March 2021

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The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

### Reference and administrative details

|                                    |                                                                                                                                              |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Registered charity name</b>     | League of Friends of the Princess Royal Hospital                                                                                             |
| <b>Charity registration number</b> | 257130                                                                                                                                       |
| <b>Principal office</b>            | The Princess Royal Hospital<br>Brighton and Sussex University Hospitals NHS Trust<br>Lewes Road<br>Haywards Heath<br>West Sussex<br>RH16 4EX |

### The trustees

Dame Vera Lynn CH D.B.E. - (Died 18 June 2020)  
President  
Mr A. Fox - Hon Treasurer - Vice  
President  
Mrs M. Madden - Chairman  
Mr M. Lavelle  
Mr M. West-Eacott  
Dr Webster  
Mrs A. Gog  
Mrs S. Harding  
Mrs P. Guggenheim - Hon  
Secretary  
Mr M Temple-Smith

**Company secretary** Mrs P.Guggenheim - Hon Secretary

**Independent examiner** Christopher Whitley-Jones

### Structure, governance and management

The league was established under a constitution in 1956 as the Friends of Cuckfield Hospital which was then the general hospital for Mid-Sussex. A new hospital was built and opened in June 1991 as the Mid-Sussex District General Hospital. After the official opening by the Princess Royal in September 1991 it was renamed The Princess Royal Hospital. Subsequently the name of the supporting charity was changed to the League of Friends of The Princess Royal Hospital and its constitution was updated in 1997.

The contact address of the charity is The Princess Royal Hospital, Brighton and Sussex University Hospitals NHS Trust, Lewes Road, Haywards Heath, West Sussex, RH16 4EX.

### Board and Other Meetings

The charity is managed by a committee of management which meets frequently and full minutes are maintained.

# League of Friends of the Princess Royal Hospital

## Trustees' Annual Report *(continued)*

Year ended 31 March 2021

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### Structure, governance and management *(continued)*

#### Risk Management

The trustees actively review the major risk which the charity faces on a regular basis and believe that maintaining reserves at a sufficient level to cover annual running costs, combined with an annual review of the control over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

#### Objectives and activities

The overriding objectives of the League as set out in the constitution are:

a) to supplement the service of the hospital for the health, welfare and comfort of the patients therein by the provision of facilities, buildings and equipment which may be required for the treatment of such patients, or, for the running of the hospital and;

b) to provide, or assist in the provision of, amenities in the hospital for patients and staff, including the provision and operation of hospital shops.

The coffee shop at the entrance of the hospital provides refreshment for patients, staff and visitors to the hospital. This is achieved by a full time manager and two part-time paid staff and a pool of loyal volunteers and raises funds for the beneficiaries of the league.

#### Achievements and performance

The total amount of equipment purchased by the League for the hospital is shown in note 10 to the accounts, and was largely funded by using reserves held from previous years.

Details of the shop trading is provided in note 5 to the accounts.

#### Financial review

##### Principal funding sources

The League's principal funding comes from the running of the coffee shop, however it also receives funding from donations, legacies, collection boxes and also fundraising events.

##### Investment policy

Aside from retaining a prudent amount in reserves, the league's funds are invested in deposit accounts of the League's bankers.

##### Reserves policy

The trustees have examined the charity's requirements for the reserves in light of the main risks to the organisation. It has established a policy to maintain a balance of at least £75,000 in reserves. At 31 March 2021, the level of unrestricted reserve was £378,368.

##### Plans for future periods

The League will continue to raise funds to help finance projects in accordance with its objectives. It is anticipated that the level of funds will be sufficient to meet the future requests for hospital amenities.

# League of Friends of the Princess Royal Hospital

## Trustees' Annual Report *(continued)*

Year ended 31 March 2021

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### Events after the end of the reporting period

Particulars of events after the reporting date are detailed in note 24 to the financial statements.

The trustees' annual report was approved on 28 Jan 2022..... and signed on behalf of the board of trustees by:

*Andrew Fox*  
Mr A. Fox - Hon Treasurer - Vice President  
Trustee  
Andrew Fox (Jan 28, 2022, 12:37pm)

*Mercedes Madden*  
Mrs M. Madden - Chairman  
Trustee  
Mercedes Madden (Jan 28, 2022, 1:01pm)

# League of Friends of the Princess Royal Hospital

## Independent Examiner's Report to the Trustees of League of Friends of the Princess Royal Hospital

Year ended 31 March 2021

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I report to the trustees on my examination of the financial statements of League of Friends of the Princess Royal Hospital ('the charity') for the year ended 31 March 2021.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 financial statements do not accord with those records; or
3. the financial statements 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.

C D Whitley-Jones  
Christopher Whitley-Jones  
Independent Examiner  
28 Jan 2022  
4:11pm

28 Jan 2022

# League of Friends of the Princess Royal Hospital

## Statement of Financial Activities

Year ended 31 March 2021

|                                                           |      | Unrestricted funds | 2021<br>Restricted funds | Total funds    | 2020<br>Total funds |
|-----------------------------------------------------------|------|--------------------|--------------------------|----------------|---------------------|
|                                                           | Note | £                  | £                        | £              | £                   |
| <b>Income and endowments</b>                              |      |                    |                          |                |                     |
| Donations and legacies                                    | 4    | 13,236             | 7,500                    | 20,736         | 28,789              |
| Charitable activities                                     | 5    | 240,145            | —                        | 240,145        | 568,404             |
| Investment income                                         | 6    | 2,101              | —                        | 2,101          | 3,461               |
| <b>Total income</b>                                       |      | <u>255,482</u>     | <u>7,500</u>             | <u>262,982</u> | <u>600,654</u>      |
| <b>Expenditure</b>                                        |      |                    |                          |                |                     |
| Expenditure on charitable activities                      | 7,8  | 222,197            | 7,500                    | 229,697        | 492,743             |
| Other expenditure                                         | 10   | 1,921              | —                        | 1,921          | 173,465             |
| <b>Total expenditure</b>                                  |      | <u>224,118</u>     | <u>7,500</u>             | <u>231,618</u> | <u>666,208</u>      |
| <b>Net income/(expenditure) and net movement in funds</b> |      | <u>31,364</u>      | <u>—</u>                 | <u>31,364</u>  | <u>(65,554)</u>     |
| <b>Reconciliation of funds</b>                            |      |                    |                          |                |                     |
| Total funds brought forward                               |      | 347,004            | 17,394                   | 364,398        | 429,952             |
| <b>Total funds carried forward</b>                        |      | <u>378,368</u>     | <u>17,394</u>            | <u>395,762</u> | <u>364,398</u>      |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 8 to 17 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Statement of Financial Position

31 March 2021

|                                                        | Note | 2021<br>£      | £              | 2020<br>£      |
|--------------------------------------------------------|------|----------------|----------------|----------------|
| <b>Fixed assets</b>                                    |      |                |                |                |
| Tangible fixed assets                                  | 16   |                | 14,040         | 20,510         |
| <b>Current assets</b>                                  |      |                |                |                |
| Stocks                                                 | 17   | 2,908          |                | 6,543          |
| Debtors: due within one year                           | 18   | 4,064          |                | 8,246          |
| Cash at bank and in hand                               |      | 398,048        |                | 412,551        |
|                                                        |      | <u>405,020</u> |                | <u>427,340</u> |
| <b>Creditors: amounts falling due within one year</b>  |      |                |                |                |
| Trade creditors                                        |      | 17,097         |                | 81,922         |
| Other creditors including taxation and social security | 19   | 3,878          |                | —              |
|                                                        |      | <u>20,975</u>  |                | <u>81,922</u>  |
| <b>Net current assets</b>                              |      |                | <u>384,045</u> | <u>345,418</u> |
| <b>Total assets less current liabilities</b>           |      |                | <u>398,085</u> | <u>365,928</u> |
| <b>Accruals and deferred income</b>                    |      |                | <u>2,323</u>   | <u>1,530</u>   |
| <b>Net assets</b>                                      |      |                | <u>395,762</u> | <u>364,398</u> |
| <b>Funds of the charity</b>                            |      |                |                |                |
| Restricted funds                                       |      |                | 17,394         | 17,394         |
| Unrestricted funds                                     |      |                | 378,368        | 347,004        |
| <b>Total charity funds</b>                             | 21   |                | <u>395,762</u> | <u>364,398</u> |

These financial statements were approved by the board of trustees and authorised for issue on 28 Jan 2022....., and are signed on behalf of the board by:

*Andrew Fox*  
Mr A. Fox - Hon Treasurer - Vice President  
Trustee (Jan 28, 2022, 12.37pm)

*Mercedes Madden*  
Mrs M. Madden - Chairman  
Trustee (Jan 28, 2022, 11.10pm)

The notes on pages 8 to 17 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Statement of Cash Flows

Year ended 31 March 2021

|                                                       | 2021<br>£       | 2020<br>£       |
|-------------------------------------------------------|-----------------|-----------------|
| <b>Cash flows from operating activities</b>           |                 |                 |
| Net income/(expenditure)                              | 31,364          | (65,554)        |
| <i>Adjustments for:</i>                               |                 |                 |
| Depreciation of tangible fixed assets                 | 8,137           | 9,812           |
| Other interest receivable and similar income          | (2,101)         | (3,461)         |
| Interest payable and similar charges                  | 4,380           | 7,226           |
| Accrued expenses/(income)                             | 793             | (970)           |
| <i>Changes in:</i>                                    |                 |                 |
| Stocks                                                | 3,635           | (3,377)         |
| Trade and other debtors                               | 4,182           | (5,661)         |
| Trade and other creditors                             | (60,947)        | 51,923          |
| Cash generated from operations                        | (10,557)        | (10,062)        |
| Interest paid                                         | (4,380)         | (7,226)         |
| Interest received                                     | 2,101           | 3,461           |
| Net cash used in operating activities                 | (12,836)        | (13,827)        |
| <b>Cash flows from investing activities</b>           |                 |                 |
| Purchase of tangible assets                           | (1,667)         | (11,032)        |
| Net cash used in investing activities                 | (1,667)         | (11,032)        |
| <b>Net decrease in cash and cash equivalents</b>      | <b>(14,503)</b> | <b>(24,859)</b> |
| <b>Cash and cash equivalents at beginning of year</b> | <b>412,551</b>  | <b>437,410</b>  |
| <b>Cash and cash equivalents at end of year</b>       | <b>398,048</b>  | <b>412,551</b>  |

The notes on pages 8 to 17 form part of these financial statements.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements

Year ended 31 March 2021

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### 1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is The Princess Royal Hospital, Brighton and Sussex University Hospitals NHS Trust, Lewes Road, Haywards Heath, West Sussex, RH16 4EX.

### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

### 3. Accounting policies

#### (a) Turnover/income

All income is shown net of value added tax.

Voluntary income and donations are accounted for as received by the charity. Legacies are accounted for when notified to the charity and quantifiable. The income from fundraising ventures is shown gross with the associated costs included in fundraising costs. No permanent endowments have been received in the period.

#### (b) Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### (c) Voluntary help and gifts in kind

The charity relies on a pool of voluntary helpers in running the hospital coffee shop. No value has been placed on this resource. Similarly, the charity at present receives the use of the premises in the Princess Royal Hospital for no cost, with a peppercorn rent to be charged for a future period. This intangible income has been valued at £7,500 per annum and has been included in these accounts with a compensating rent in administration costs.

#### (d) Going concern

There are no material uncertainties about the charity's ability to continue.

#### (e) Governance costs

Expenditure on management and administration of the charity included all expenses not directly related to the charitable activities or fundraising ventures.

#### (f) Restricted funds

Certain donations or legacy income are received with restrictions attached as to specific usage. These funds are separated from unrestricted or designated funds and used for the purpose of the restriction.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

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### **(g) Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

### **(h) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

### **(i) Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

---

### 3. Accounting policies *(continued)*

#### (j) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### (k) Tangible assets

Tangible fixed assets are stated at cost less depreciation.

#### (l) Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

|                                 |                     |
|---------------------------------|---------------------|
| Shorthold lease                 | - 10% straight line |
| Fixtures fittings and equipment | - 20% straight line |
| Computer equipment              | - 25% straight line |

#### (m) Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

#### (n) Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 3. Accounting policies *(continued)*

#### (o) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

#### (p) Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

### 4. Donations and legacies

|                         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
|-------------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b>        |                            |                          |                          |
| Donations               | 11,851                     | 7,500                    | 19,351                   |
| Donations in memoria    | 1,385                      | –                        | 1,385                    |
| <b>Legacies</b>         |                            |                          |                          |
| Cyril Augustus Richards | –                          | –                        | –                        |
| Sheila McBain           | –                          | –                        | –                        |
| <b>Subscriptions</b>    |                            |                          |                          |
| Subscriptions           | –                          | –                        | –                        |
|                         | <u>13,236</u>              | <u>7,500</u>             | <u>20,736</u>            |
|                         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
| <b>Donations</b>        |                            |                          |                          |
| Donations               | 6,897                      | 15,620                   | 22,517                   |
| Donations in memoria    | 4,050                      | 366                      | 4,417                    |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 4. Donations and legacies *(continued)*

|                         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|-------------------------|----------------------------|--------------------------|--------------------------|
| <b>Legacies</b>         |                            |                          |                          |
| Cyril Augustus Richards | 46                         | –                        | 46                       |
| Sheila McBain           | 1,000                      | –                        | 1,000                    |
| <b>Subscriptions</b>    |                            |                          |                          |
| Subscriptions           | 809                        | –                        | 809                      |
|                         | <u>12,802</u>              | <u>15,986</u>            | <u>28,789</u>            |

### 5. Charitable activities

|                                              | Unrestricted<br>Funds<br>£ | Total Funds<br>2021<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|----------------------------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Shop income                                  | <u>240,145</u>             | <u>240,145</u>           | <u>568,404</u>             | <u>568,404</u>           |
|                                              | <b>2021<br/>£</b>          | <b>2021<br/>£</b>        | <b>2020<br/>£</b>          | <b>2020<br/>£</b>        |
| Shop Income                                  |                            | 240,145                  |                            | 568,404                  |
| Shop costs - opening stock                   | (6,543)                    |                          | (3,166)                    |                          |
| Shop costs - purchases                       | (122,620)                  |                          | (374,317)                  |                          |
| Shop costs - closing stock                   | <u>2,908</u>               |                          | <u>(6,543)</u>             |                          |
|                                              |                            | <u>(126,255)</u>         |                            | <u>(370,940)</u>         |
| Gross profit                                 |                            | 113,890                  |                            | 197,464                  |
| Less: Shop costs - rent, rates and insurance | (9,101)                    |                          | (9,081)                    |                          |
| Shop expenses                                | (2,479)                    |                          | (8,932)                    |                          |
| Staff salaries                               | (71,235)                   |                          | (77,203)                   |                          |
| Depreciation                                 | <u>(8,138)</u>             |                          | <u>(9,812)</u>             |                          |
|                                              |                            | <u>(90,953)</u>          |                            | <u>(105,027)</u>         |
|                                              |                            | <u>22,937</u>            |                            | <u>92,437</u>            |

Shop expenses

No remuneration or benefit was paid to any trustees in the year

Shop salaries

At the year end there were four paid members of staff and the amount shown above is the charge for salaries and related expenses (see note 13).

### 6. Investment income

|                          | Unrestricted<br>Funds<br>£ | Total Funds<br>2021<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Bank interest receivable | <u>2,101</u>               | <u>2,101</u>             | <u>3,461</u>               | <u>3,461</u>             |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 7. Expenditure on charitable activities by fund type

|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
|------------------|----------------------------|--------------------------|--------------------------|
| Shop expenditure | 209,708                    | 7,500                    | 217,208                  |
| Support costs    | 12,489                     | —                        | 12,489                   |
|                  | <u>222,197</u>             | <u>7,500</u>             | <u>229,697</u>           |

|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|------------------|----------------------------|--------------------------|--------------------------|
| Shop expenditure | 468,467                    | 7,500                    | 475,967                  |
| Support costs    | 16,775                     | —                        | 16,776                   |
|                  | <u>485,242</u>             | <u>7,500</u>             | <u>492,743</u>           |

### 8. Expenditure on charitable activities by activity type

|                  | Activities<br>undertaken<br>directly<br>£ | Support<br>costs<br>£ | Total funds<br>2021<br>£ | Total fund<br>2020<br>£ |
|------------------|-------------------------------------------|-----------------------|--------------------------|-------------------------|
| Shop expenditure | 217,208                                   | —                     | 217,208                  | 475,967                 |
| Governance costs | —                                         | 12,489                | 12,489                   | 16,776                  |
|                  | <u>217,208</u>                            | <u>12,489</u>         | <u>229,697</u>           | <u>492,743</u>          |

### 9. Analysis of support costs

|                                                    | 2021<br>£     | 2020<br>£     |
|----------------------------------------------------|---------------|---------------|
| Advertising                                        | —             | 739           |
| Accountancy fees                                   | 3,720         | 2,400         |
| Legal and professional fees                        | 2,069         | 2,955         |
| Printing Postage and Stationery                    | 571           | 718           |
| Sundry expenses                                    | 1,029         | 1,536         |
| Bank and credit card charges                       | 4,380         | 7,226         |
| Computer expenses including software subscriptions | 720           | 1,202         |
|                                                    | <u>12,489</u> | <u>16,776</u> |

### 10. Other expenditure

|                       | Unrestricted<br>Funds<br>£ | Total Funds<br>2021<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|-----------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Granting of amenities | 1,921                      | 1,921                    | 173,465                    | 173,465                  |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 10. Other expenditure *(continued)*

The committee of management have spent £1,921 (2020 - £173,465) in the year on new amenities for the hospital.

Since the balance sheet date but before approval of these accounts, the charity has agreed to fund future equipment to its NHS Trust to the sum of £250,000.

### 11. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

|                                       | 2021         | 2020         |
|---------------------------------------|--------------|--------------|
|                                       | £            | £            |
| Depreciation of tangible fixed assets | <u>8,137</u> | <u>9,812</u> |

### 12. Independent examination fees

|                                                                                                      | 2021         | 2020         |
|------------------------------------------------------------------------------------------------------|--------------|--------------|
|                                                                                                      | £            | £            |
| Fees payable to the independent examiner for:<br>Independent examination of the financial statements | <u>1,500</u> | <u>2,400</u> |

### 13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

|                                         | 2021          | 2020          |
|-----------------------------------------|---------------|---------------|
|                                         | £             | £             |
| Wages and salaries                      | 68,645        | 70,831        |
| Social security costs                   | 1,407         | 5,186         |
| Employer contributions to pension plans | <u>1,183</u>  | <u>1,185</u>  |
|                                         | <u>71,235</u> | <u>77,202</u> |

The average head count of employees during the year was 4 (2020: 4).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

### 14. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by any of the trustees.

### 15. Transfers between funds

The transfer between the reserves has occurred due to income being wrongly analysed as restricted income in previous years.

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 16. Tangible fixed assets

|                         | Land and<br>buildings<br>£ | Fixtures and<br>fittings<br>£ | Equipment<br>£ | Total<br>£    |
|-------------------------|----------------------------|-------------------------------|----------------|---------------|
| <b>Cost</b>             |                            |                               |                |               |
| At 1 April 2020         | 14,623                     | 58,066                        | 426            | <b>73,115</b> |
| Additions               | —                          | 1,667                         | —              | <b>1,667</b>  |
| <b>At 31 March 2021</b> | <b>14,623</b>              | <b>59,733</b>                 | <b>426</b>     | <b>74,782</b> |
| <b>Depreciation</b>     |                            |                               |                |               |
| At 1 April 2020         | 14,623                     | 37,768                        | 214            | <b>52,605</b> |
| Charge for the year     | —                          | 8,031                         | 106            | <b>8,137</b>  |
| <b>At 31 March 2021</b> | <b>14,623</b>              | <b>45,799</b>                 | <b>320</b>     | <b>60,742</b> |
| <b>Carrying amount</b>  |                            |                               |                |               |
| <b>At 31 March 2021</b> | <b>—</b>                   | <b>13,934</b>                 | <b>106</b>     | <b>14,040</b> |
| At 31 March 2020        | —                          | 20,298                        | 212            | <b>20,510</b> |

### 17. Stocks

|                               | 2021<br>£    | 2020<br>£    |
|-------------------------------|--------------|--------------|
| Raw materials and consumables | <b>2,908</b> | <b>6,543</b> |

### 18. Debtors

Debtors falling due within one year are as follows:

|                                | 2021<br>£    | 2020<br>£    |
|--------------------------------|--------------|--------------|
| Trade debtors                  | <b>3,646</b> | <b>3,448</b> |
| Prepayments and accrued income | —            | 1,722        |
| Other debtors                  | <b>418</b>   | <b>3,076</b> |
|                                | <b>4,064</b> | <b>8,246</b> |

### 19. Other creditors including taxation and social security falling due within one year

|                                 | 2021<br>£    | 2020<br>£ |
|---------------------------------|--------------|-----------|
| Social security and other taxes | <b>3,878</b> | —         |

### 20. Pensions and other post retirement benefits

#### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,183 (2020: £1,185).

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 21. Analysis of charitable funds

#### Unrestricted funds

|               | At<br>1 April 2020 | Income         | Expenditure      | At 31 March<br>2021 |
|---------------|--------------------|----------------|------------------|---------------------|
|               | £                  | £              | £                | £                   |
| General funds | <u>347,004</u>     | <u>255,482</u> | <u>(224,118)</u> | <u>378,368</u>      |

|               | At<br>1 April 2019 | Income         | Expenditure      | At 31 March<br>2020 |
|---------------|--------------------|----------------|------------------|---------------------|
|               | £                  | £              | £                | £                   |
| General funds | <u>421,044</u>     | <u>584,667</u> | <u>(658,707)</u> | <u>347,004</u>      |

#### Restricted funds

|                 | At<br>1 April 2020 | Income       | Expenditure    | At 31 March<br>2021 |
|-----------------|--------------------|--------------|----------------|---------------------|
|                 | £                  | £            | £              | £                   |
| Restricted Fund | <u>17,394</u>      | <u>7,500</u> | <u>(7,500)</u> | <u>17,394</u>       |

|                 | At<br>1 April 2019 | Income        | Expenditure    | At 31 March<br>2020 |
|-----------------|--------------------|---------------|----------------|---------------------|
|                 | £                  | £             | £              | £                   |
| Restricted Fund | <u>8,908</u>       | <u>15,986</u> | <u>(7,500)</u> | <u>17,394</u>       |

### 22. Analysis of net assets between funds

|                            | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds<br>2021 |
|----------------------------|-----------------------|---------------------|---------------------|
|                            | £                     | £                   | £                   |
| Tangible fixed assets      | 14,040                | –                   | 14,040              |
| Current assets             | 405,020               | –                   | 405,020             |
| Creditors less than 1 year | <u>(23,298)</u>       | <u>–</u>            | <u>(23,298)</u>     |
| <b>Net assets</b>          | <u>395,762</u>        | <u>–</u>            | <u>395,762</u>      |

|                            | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds<br>2020 |
|----------------------------|-----------------------|---------------------|---------------------|
|                            | £                     | £                   | £                   |
| Tangible fixed assets      | 20,510                | –                   | 20,510              |
| Current assets             | 418,432               | 8,908               | 427,340             |
| Creditors less than 1 year | <u>(83,452)</u>       | <u>–</u>            | <u>(83,452)</u>     |
| <b>Net assets</b>          | <u>355,490</u>        | <u>8,908</u>        | <u>364,398</u>      |

# League of Friends of the Princess Royal Hospital

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 23. Analysis of changes in net debt

|                          | At 1 Apr 2020  | Cash flows      | At<br>31 Mar 2021 |
|--------------------------|----------------|-----------------|-------------------|
|                          | £              | £               | £                 |
| Cash at bank and in hand | <u>412,551</u> | <u>(14,503)</u> | <u>398,048</u>    |

### 24. Post balance sheet events

In March 2020 an outbreak of the COVID-19 virus occurred causing a global pandemic recognised by the World Health Organisation (WHO). This pandemic is still on going and looks to continue into 2022.

The effect of the UK Government measures to limit the spread of the virus have been widespread, urging people to remain at home wherever possible, including work from home if available and to undertake "social distancing" measures.

In response to this the trustees of the charity have assessed the impact of these measures. The coffee shop was able to remain open as it was deemed essential work, selling food and drink to hospital staff and patients, so was allowed to continue with extra safety measures and personal protection equipment in place.

The hospital has seen a fall in the number of patients and visitors in 2020 and 2021 due to Covid 19 restrictions, which has had an effect on the charity's coffee shop turnover. However the charity feel even with its current reduced turnover and its current level of reserves it remains in a good position to continue to help the hospital and has no going concern issues.

The trustees are confident the above measures mitigate the threat of the global pandemic enough so it does not cast material uncertainty over the ability of the Charity to continue as a going concern.

The Trustees continue to monitor the situation as it changes and believe the Charity is positioned well to react to further developments.

Since the balance sheet date but before approval of these accounts, the charity has agreed to fund future equipment to its NHS Trust to the sum of £250,000.

### 25. Related parties

The charity is under the ultimate control of the trustees who comprise the members of the management committee.