

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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League of Friends of the Princess Royal Hospital

Trustees' Annual Report

Year ended 31 March 2024

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

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 University Hospitals Sussex NHS Foundation Trust Lewes Road Haywards Heath West Sussex 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

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

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.

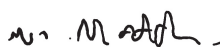
Events after the end of the reporting period

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

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 £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	4	133,785	22,660	156,445	9,856
Charitable activities	5	564,373	–	564,373	461,588
Investment income	6	4,264	–	4,264	1,894
Total income		<u>702,422</u>	<u>22,660</u>	<u>725,082</u>	<u>473,338</u>
Expenditure					
Expenditure on charitable activities	7,8	412,121	7,500	419,621	346,293
Other expenditure	10	132,312	–	132,312	50,000
Total expenditure		<u>544,433</u>	<u>7,500</u>	<u>551,933</u>	<u>396,293</u>
Net income and net movement in funds		<u>157,989</u>	<u>15,160</u>	<u>173,149</u>	<u>77,045</u>
Reconciliation of funds					
Total funds brought forward		278,358	17,394	295,752	218,707
Total funds carried forward		<u>436,347</u>	<u>32,554</u>	<u>468,901</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 £	2023 £
Fixed assets			
Tangible fixed assets	15	47,671	41,554
Current assets			
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>
Creditors: amounts falling due within one year			
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>
Net current assets		<u>421,230</u>	<u>254,198</u>
Total assets less current liabilities		<u>468,901</u>	<u>295,752</u>
Funds of the charity			
Restricted funds		32,554	17,394
Unrestricted funds		436,347	278,358
Total charity funds	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 £	2023 £
Cash flows from operating activities		
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
Cash flows from investing activities		
Purchase of tangible assets	(23,286)	(48,653)
Net cash used in investing activities	(23,286)	(48,653)
Net increase in cash and cash equivalents	152,027	71,902
Cash and cash equivalents at beginning of year	299,390	227,488
Cash and cash equivalents at end of year	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

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

(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

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 Funds £	Restricted Funds £	Total Funds 2024 £
Donations			
Donations	3,785	22,660	26,445
Donations in memoria	–	–	–
Legacies			
Miss Taylor	5,000	–	5,000
Merci Mason	125,000	–	125,000
	<u>133,785</u>	<u>22,660</u>	<u>156,445</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Donations			
Donations	1,512	7,500	9,012
Donations in memoria	844	–	844
Legacies			
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 Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Shop income	<u>564,373</u>	<u>564,373</u>	<u>461,588</u>	<u>461,588</u>
	2024 £	2024 £	2023 £	2023 £
Shop Income		564,373		461,588
Shop costs - opening stock	(4,119)		(3,585)	
Shop costs - purchases	(272,792)		(224,153)	
Shop costs - closing stock	<u>6,081</u>		<u>4,119</u>	
		<u>(270,830)</u>		<u>(223,619)</u>
Gross profit		293,543		237,969
Less: Shop costs - rent, rates and insurance	(9,206)		(9,238)	
Shop expenses	(6,377)		(6,807)	
Staff salaries	(97,153)		(78,523)	
Depreciation	<u>(17,169)</u>		<u>(13,027)</u>	
		<u>(129,905)</u>		<u>(107,595)</u>
Profit		<u>163,638</u>		<u>130,374</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 2024 £	Unrestricted Funds £	Total Funds 2023 £
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 Funds £	Restricted Funds £	Total Funds 2024 £
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>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Shop expenditure	323,714	7,500	331,214
Support costs	15,079	–	15,079
	<u>338,793</u>	<u>7,500</u>	<u>346,293</u>

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 undertaken directly £	Support costs £	Total funds 2024 £	Total fund 2023 £
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 £	2023 £
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 Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
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 £	2023 £
Depreciation of tangible fixed assets	<u>17,169</u>	<u>13,027</u>

12. Independent examination fees

	2024 £	2023 £
Fees payable to the independent examiner for: 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 £	Fixtures and fittings £	Equipment £	Total £
Cost				
At 1 April 2023	48,005	59,733	648	108,386
Additions	—	23,286	—	23,286
Disposals	—	(18,535)	—	(18,535)
At 31 March 2024	<u>48,005</u>	<u>64,484</u>	<u>648</u>	<u>113,137</u>
Depreciation				
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)
At 31 March 2024	<u>19,864</u>	<u>45,522</u>	<u>80</u>	<u>65,466</u>
Carrying amount				
At 31 March 2024	<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 1 April 2023	Income	Expenditure	At 31 March 2024
	£	£	£	£
General funds	<u>278,358</u>	<u>702,422</u>	<u>(544,433)</u>	<u>436,347</u>

	At 1 April 2022	Income	Expenditure	At 31 March 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 1 April 2023 £	Income £	Expenditure £	At 31 March 2024 £
Restricted Fund	17,394	22,660	(7,500)	32,554

	At 1 April 2022 £	Income £	Expenditure £	At 31 March 2023 £
Restricted Fund	17,394	7,500	(7,500)	17,394

21. Analysis of net assets between funds

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

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

22. Analysis of changes in net debt

	At 1 Apr 2023 £	Cash flows £	At 31 Mar 2024 £
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.