

**THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL  
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**Charity Number : 260377**



Edmund Carr LLP  
Chartered Accountants  
146 New London Road  
Chelmsford  
Essex  
CM2 OAW

# THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

**YEAR ENDED 31st DECEMBER 2020**

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**THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL**  
**TRUSTEES' ANNUAL REPORT**  
**YEAR ENDED 31st DECEMBER 2020**

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The Trustees present their report and the unaudited financial statements of the Charity for the year ended 31 December 2020.

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	The League of Friends of Broomfield Hospital
<b>Charity registration number</b>	260377
<b>Address</b>	Broomfield Hospital Court Road Broomfield Chelmsford CM1 7ET
<b>Trustees</b>	Mrs Alison Frances Douglas (Chairperson) Mrs Barbara Elizabeth Coupe (Vice-Chairperson) Mrs Carol Haensel (Secretary) Mrs Janet Anne Warn Mrs Rosalind Cornish Mrs Mary Cheshire Mr Christopher Rodney Vaughan Jones Mrs Penelope Yvonne Elizabeth Bennett Mrs Jennifer Gay Gillingham Ms Marion Lee
<b>Independent Examiner</b>	Colin Andrew Barker FCA Edmund Carr LLP 146 New London Road Chelmsford CM2 0AW

# **THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL**

## **TRUSTEES' ANNUAL REPORT *(continued)***

**YEAR ENDED 31st DECEMBER 2020**

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### **OBJECTIVES AND ACTIVITIES**

The objects of the Charity, as set out in the governing document, are to:

- mobilise, encourage, foster and maintain the interest of the public in the patients and the support of the work of the Broomfield Hospital by means of voluntary service.
- provide funds for the purposes of supplementing the resources of the hospital service, or the provision of amenities for patients and staff not normally provided under the National Health Service, including the provision and running of the hospital shops.

The Trustees confirm that they have had due regard to the Charity Commission's guidance on Public Benefit when reviewing the Charity's aims and objectives and in planning future activities.

The League of Friends of Broomfield Hospital are a group of some 60 or more men and women who have joined together with the aim of improving the treatment and care of patients, relatives and staff, by giving of their time, without any type of payment, to raise money to purchase equipment or facilities that have not been budgeted for in the hospital financial year, but the hospital Trustees feel that the item requested would be of benefit.

The Friends run two shops on site and two trolley rounds which sell newspapers, magazines, sweets, sandwiches, toilet items etc. to patients, staff and visitors at a profit which is used to purchase the items requested by the hospital Trustees. To date, more than £1.2 million has been donated to the hospital to purchase equipment and improve conditions and comfort of the patients whilst in hospital and to improve the facilities for relatives who for various reasons stay the night by their relatives' bedsides.

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Chairperson's report**

This year we have all been faced with immense professional and personal challenges. We have seen the Covid-19 pandemic cause disruption and devastation beyond belief and as volunteers within the hospital the Friends have continued to do as much as possible to support the hospital, its patients and our NHS colleagues whilst remaining compliant with government and NHS Trust guidance.

During the first lockdown our shops had to remain closed, but although we could not operate in our usual way, we worked hard to find alternative ways to offer help. So, instead of staff visiting us to buy their lunch, we arranged a daily sandwich run to the Covid wards for their staff free of charge. Additionally, we were pleased to donate other items from our shops to the staff, enabling them to have a range of soft drinks, crisps and confectionery to help keep them going throughout their long shifts.

The generosity of the general public during this time has been amazing and although our shops have been out of operation we were glad to offer our premises to be used as storage by the hospital for the many, many donations received.

## THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

### TRUSTEES' ANNUAL REPORT *(continued)*

#### YEAR ENDED 31st DECEMBER 2020

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As our region of Essex moved out of lockdown and into further restrictions (Tier 2 and Tier 3), with much pre-planning, we were able to reopen our shops. Both sites were made Covid secure and it was a pleasure to be able to resume some of our services and have personal contact with our customers again. Our remarkable volunteers stepped back in to man the shops without hesitation and I, as Chairperson, am extremely grateful to them and very proud of our continued achievements in support of the hospital. November 2020 saw the introduction of a second lockdown. Our Covid secure shops remained open until just before Christmas when the pandemic hit even greater levels and with our volunteers' welfare in mind we took the decision to close the shops again, this time for the remainder of the year. Rest assured that we are on hand to reopen as soon as we are given the green light! Our second phase during 2021 will be to reintroduce our mobile services. Once it is safe to do so we will resume our mobile shop trolley rounds and our library trolley round to the wards - our volunteers are looking forward to being able to provide those services and meet up with the patients again.

The Friends continue to fulfil a huge role within Broomfield Hospital by supporting the Trust with services and providing vital funds. Although our donations are much depleted this year the continued effort expended by our volunteers is immeasurable. All of us are very much looking forward to reaching a new 'normal' in 2021 and playing a more interactive part with our colleagues and Friends at the hospital again.

Every volunteer gives their time and commitment willingly and it is such a tonic for us to be able to provide a friendly and welcoming face to patients, visitors and staff. Sometimes providing the only non clinical interaction that a patient will experience whilst staying in hospital. The Charity has no paid staff and again enormous thanks should be given to the volunteers whose commitment and enthusiasm ensures that our services run as smoothly as they do.

Our shops continue to go from strength to strength and we have seen the footfall increase year on year (up to 2020) and it will give us all so much pleasure to regain that momentum during 2021. Similarly, being able to run our mobile shop trolley services and library trolley service to the wards and seeking out those patients who are not able to come and visit us will be a welcome return. Giving a patient a smile and a wave and maybe a good book to distract them whilst they are in hospital brightens our day too!

Although we haven't been able to hold any fundraising events during the year we have continued to receive generous donations from our supporters, which, during such testing times is so appreciated. Reflecting on the last twelve months makes us even more mindful of our professional and personal circumstances and how Covid-19 has impacted each of us. It is a telling reminder of the importance of being able to support each other and continue to strive to make a positive impact through adversity. The Friends are proud to have been able to make such a contribution to the hospital, its patients and staff and support the dedication of our NHS who work tirelessly to keep us all safe.

**Alison Douglas**

Chairperson

# THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

## TRUSTEES' ANNUAL REPORT *(continued)*

### YEAR ENDED 31st DECEMBER 2020

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#### FINANCIAL REVIEW

##### Treasurer's Report

The dramatic impact of the Covid-19 pandemic has depleted our income significantly. The Charity's income in the year was £141,317 (2019: £412,754), with the hospital shops generating £134,714 (2019: £405,423) of this total. The Charity was still however able to award grants of £34,924 (2019: £100,421) towards hospital amenities. The net deficit for the year was £18,994 (2019: £3,357) and total funds at the year end were £59,917 (2019: £78,911).

Grants awarded included a final donation of £5,000 to the Robot Appeal, which means that over a three year period our donation totalled £44,000. Despite the restrictions in place the Friends were also pleased to provide around 150 wrapped Christmas gifts for patients, mainly on our elderly wards, who had to be hospitalised over Christmas. Hopefully this small act of kindness brought a smile to their faces.

For the limited time that the shops were able to remain open during the year we strongly recommended customers to use debit and credit cards as a preferred method of payment. This was well received and is something we will continue to encourage for the future.

As predicted and stated in the first paragraph, there has been a considerable drop in income in 2020 caused by the Covid-19 pandemic. The Charity has lodged a claim under its business interruption insurance policy for part of these losses which is ongoing. It will take some time for income levels to get back to the 2019 levels but every effort will be made to resume our services as soon as restrictions allow and it is safe to do so.

##### Reserves Policy

The Friends have changed their banking arrangements during this year and now run a Community Current Account and an interest bearing Community Deposit Account for all income. All expenses are paid from the Community Current Account. Segregation of shop activities and donation activities is undertaken using Xero Accounting Software.

The policy, with effect from January 2021, is for the Community Current Account to hold a sufficient balance to pay all known expenses - which will generally be shop related (around £7-£10k); the balance being transferred to the Community Deposit Account using an automatic 'sweep' facility. Movement of funds between the Community Deposit Account and the Community Current Account will be scheduled as and when lump sum payments are required to be made to the hospital for specific items purchased. Both accounts give us instant access to funds.

The balance of the Community Deposit Account is primarily reserved to spend on equipment requested on a basis that, if we have the money and the Friends agree the purchase, the money will be spent. If we do not have sufficient funds, part payment may be offered. Over the past years we have usually managed to meet all requests.

# THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

## TRUSTEES' ANNUAL REPORT *(continued)*

### YEAR ENDED 31st DECEMBER 2020

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#### STRUCTURE GOVERNMENT AND MANAGEMENT

The Charity adopted its Constitution and Rules in December 1969 and was registered as a charity on 16 January 1970.

Our Treasurer Christopher Jones was appointed a Trustee at our AGM along with Penelope Bennett, Jennifer Gillingham and Marion Lee. All have been advised of their responsibilities as Trustees.

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice : Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

This report was approved by the Trustees on 24 March 2021 and is signed on their behalf by:

Alison Douglas

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**Alison Douglas**  
Chairperson

**THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**YEAR ENDED 31st DECEMBER 2020**

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I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 December 2020 which are set out on pages 7 to 13.

**Responsibilities and basis of report**

As the Charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Colin Barker

.....  
**Colin Barker FCA**

Edmund Carr LLP  
146 New London Road  
Chelmsford  
CM2 0AW

25 March 2021



**THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31st DECEMBER 2020**

	Note	Unrestricted 2020 £	Restricted 2020	Total Funds 2020 £	Total Funds 2019 £
<b>INCOME from:</b>					
Donations and legacies		6,383	-	6,383	5,773
Fundraising		-	-	-	1,017
Charitable activities	2	134,714	-	134,714	405,423
Investments - bank interest		220	-	220	541
<b>TOTAL INCOME</b>		<u>141,317</u>	<u>-</u>	<u>141,317</u>	<u>412,754</u>
<b>EXPENDITURE on:</b>					
Raising Funds		216	-	216	241
Charitable activities	3	160,095	-	160,095	415,870
<b>TOTAL EXPENDITURE</b>		<u>160,311</u>	<u>-</u>	<u>160,311</u>	<u>416,111</u>
<b>NET INCOME/NET MOVEMENT IN FUNDS</b>		(18,994)	-	(18,994)	(3,357)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		78,911	-	78,911	82,268
Total funds carried forward		<u>59,917</u>	<u>-</u>	<u>59,917</u>	<u>78,911</u>

All of the Charity's funds are unrestricted.

All of the above amounts relate to continuing activities

The notes on pages 9 to 13 form part of these financial statements.

**THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL**  
**BALANCE SHEET**  
**AS AT 31st DECEMBER 2020**

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		2020		2019	
	Note	£	£	£	£
<b>CURRENT ASSETS</b>					
Stock	7	10,673		14,769	
Debtors	8	10,516		-	
Cash at bank and in hand		71,580		70,262	
		<u>92,769</u>		<u>85,031</u>	
<b>CREDITORS: Amounts falling due within one year</b>					
	9	<u>(32,852)</u>		<u>(6,120)</u>	
<b>NET CURRENT ASSETS</b>			59,917		78,911
<b>NET ASSETS</b>			<u>59,917</u>		<u>78,911</u>
<b>FUNDS OF THE CHARITY</b>					
Unrestricted funds	10	59,917		78,911	
Restricted funds		-		-	
<b>TOTAL CHARITY FUNDS</b>		<u>59,917</u>		<u>78,911</u>	

These financial statements were approved by the Trustees on 24 March 2021 and are signed on their behalf by:

Alison Douglas  
 .....

**Alison Douglas**

Chairperson

Charity Number: 260377

**The notes on pages 9 to 13 form part of these financial statements.**

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# THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st DECEMBER 2020

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### 1. ACCOUNTING POLICIES

#### **General information**

The League of Friends of Broomfield Hospital is an unincorporated registered charity.  
The address is; Broomfield Hospital, Court Road, Broomfield, Chelmsford, CM1 7ET.

The Charity meets the definition of a public benefit entity under FRS102.

#### **Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011 and UK General Accepted Accounting Practice as it applies from 1 January 2019.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 rather than the accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

#### **Income**

All income is recognised once the Charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of income can be measured with sufficient reliability.

Investment income relates to bank interest and is included when received.

#### **Donated Services**

The shop units are provided to the Charity by Broomfield Hospital at no charge.

The shops are run by unpaid volunteers.

No value has been attributed to these donated services in the accounts as it cannot be reliably measured.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregates similar costs to that category.

Support costs relate to expenditure to support the charitable activities of the Charity which cannot be directly attributed to charitable activities.

Governance costs are those costs incurred in connection with the administration of the Charity including compliance with constitutional and statutory requirements.

# THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st DECEMBER 2020

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### 1. ACCOUNTING POLICIES (*continued*)

#### **Taxation**

The League of Friends of Broomfield Hospital is a registered charity and is exempt from taxation to the extent that any income and gains are applied to its charitable purposes.

The Charity is VAT registered.

#### **Stock**

Stock is shown at the lower of cost and net realisable value.

#### **Debtors**

Accrued income relates to legacy income notified to the Charity but not yet received.

#### **Liability Recognition**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the Charity to pay out resources and the obligation can be measured with reasonable certainty.

#### **Fund accounting**

Funds held by the Charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds - these are funds set aside by the Trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the Charity.

### 2. INCOME FROM CHARITABLE ACTIVITIES

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
Sales from hospital shops	134,714	-	134,714	405,423
	<u>134,714</u>	<u>-</u>	<u>134,714</u>	<u>405,423</u>

**THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31st DECEMBER 2020**

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**3. EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
a) Provision and Running of Hospital Shops	113,850	-	113,850	296,302
b) Donations to other Hospital Amenities	34,924	-	34,924	100,421
Governance costs (note 4)	2,000	-	2,000	2,650
Support costs (note 5)	9,321	-	9,321	16,497
	<u>160,095</u>	<u>-</u>	<u>160,095</u>	<u>415,870</u>

	<b>2020 £</b>	<b>2019 £</b>
a) Provision and Running of Hospital Shops		
Purchases	107,800	277,352
Volunteer expenses	604	2,631
Other expenses	5,446	16,319
	<u>113,850</u>	<u>296,302</u>

	<b>2020 £</b>	<b>2019 £</b>
b) Donations to other Hospital Amenities		
Theatre robot	5,000	26,000
HDU Ward ventilator	-	26,500
A&E refurbishment	-	21,856
Syringe pumps	-	10,000
Teenage cancer service suite	10,000	-
Airseal System	15,000	-
Christmas decorations, presents and prizes	329	-
Other	4,595	16,065
	<u>34,924</u>	<u>100,421</u>

# THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st DECEMBER 2020

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### 4. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Independent Examination fee	695	-	695	695
Accounts preparation and other services	1,305	-	1,305	1,955
Fees payable to Independent Examiner	<u>2,000</u>	<u>-</u>	<u>2,000</u>	<u>2,650</u>

### 5. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Training, admin and sundry expenses	2,528	-	2,528	6,183
Subscriptions and Insurance	709	-	709	1,305
Website and IT costs	3,793	-	3,793	4,321
Bank fees	1,076	-	1,076	2,483
Office equipment and maintenance	1,215	-	1,215	2,205
	<u>9,321</u>	<u>-</u>	<u>9,321</u>	<u>16,497</u>

### 6. TRUSTEES' REMUNERATION

No Trustee received any remuneration for their services as a Trustee during the current or preceding year.

During the year P Bennett was paid £1,606 in respect of bookkeeping services provided to the Charity.

No Trustee was reimbursed expenses during the current or preceding year.

**THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31st DECEMBER 2020**

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**7 STOCK**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Shop stock	<u>10,673</u>	<u>14,769</u>

**8 DEBTORS**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Prepayments	324	-
VAT	<u>10,192</u>	-
	<u>10,516</u>	<u>-</u>

**9 CREDITORS**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
VAT	-	2,459
Accruals	3,257	3,661
Grants Payable	29,595	-
	<u>32,852</u>	<u>6,120</u>

**10 UNRESTRICTED INCOME FUNDS**

	<b>Balance at 01/01/2019</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Transfers</b>	<b>Balance at 31/12/2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted funds	<u>78,911</u>	<u>141,317</u>	<u>(160,311)</u>	<u>-</u>	<u>59,917</u>

**11 ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)**

	<b>Tangible fixed assets</b>	<b>Other net assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Restricted funds	-	-	-
Unrestricted funds	-	59,917	59,917
<b>Total funds</b>	<u>-</u>	<u>59,917</u>	<u>59,917</u>