

**THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

Charity Number : 260377



Edmund Carr LLP
Chartered Accountants
146 New London Road
Chelmsford
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THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

YEAR ENDED 31st DECEMBER 2021

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THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31st DECEMBER 2021

The Trustees present their report and the unaudited financial statements of the Charity for the year ended 31 December 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	The League of Friends of Broomfield Hospital
Charity registration number	260377
Address	Broomfield Hospital Court Road Broomfield Chelmsford CM1 7ET
Trustees	Mrs Alison Frances Douglas (Chairperson) Mrs Barbara Elizabeth Coupe (Vice-Chairperson) Mrs Carol Haensel (Secretary) Mrs Janet Anne Warn Mrs Rosalind Cornish (Resigned 08.07.2021) Mrs Mary Cheshire (Resigned 11.11.2021) Mr Christopher Rodney Vaughan Jones Mrs Penelope Yvonne Elizabeth Bennett Mrs Jennifer Gay Gillingham Ms Marion Lee
Independent Examiner	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 2021

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 ("NHS"), 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 50 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 again all been faced with immense professional and personal challenges. We have seen the Covid-19 pandemic continue to cause disruption and devastation beyond belief. 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.

Sadly, our shops had to shut during the second lockdown, but as soon as it was safe to do so, we re-opened with our wonderful volunteers and continued to serve the staff during this very difficult time. We reduced our opening hours as the number of visitors was still strictly limited, and the footfall greatly reduced.

Despite all these difficulties we still managed to make a profit this year, and have donated several items to the Hospital, including almost 300 Christmas presents which were purchased and wrapped by our volunteers, we awarded £7,500 towards the upgrade of the Pathology Department staff room – a facility which we felt was extremely important, as the staff were working round the clock during the Covid crisis; outside tables and benches for the terrace; new chairs for the new chemotherapy suite; and £20,000 towards a new children's surgical ward. We also paid for all patients to be able to watch the final of the European Football Championship on their bedside television.

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31st DECEMBER 2021

As our region of Essex moved out of lockdown 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.

One of our pressing commitments during 2022 will be to encourage new volunteers to come and join us, as our numbers have reduced significantly during lockdown for a variety of reasons. Once life has stabilised further, hospital restrictions lifted, and our opening hours go back to normal, we will be actively pursuing the recruitment of new volunteers.

We were hopeful that in 2021 we would be able to re-instate our library and trolley rounds to the wards, but this has not proved possible. We hope that with the potential easing of restrictions in 2022 we will be able to - our volunteers are looking forward to being able to provide those services and meet 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 2022 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 2022.

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 2021

FINANCIAL REVIEW

Treasurer's Report

The Covid-19 pandemic has continued to have a dramatic impact on our income. The Charity's income in the year was £203,324 (2020: £141,317), with the hospital shops generating £163,504 (2020: £134,714) of this total. The charity was still however able to award grants of £37,280 (2020: £34,924) towards hospital amenities. The net surplus for the year was £37,728 (2020: £18,994 deficit) and total funds at the year end were £97,645 (2020: £59,917).

Grants awarded included:

£7,500 towards the the refurbishment of the Pathology staff room including the kitchen and rest areas;

£5,000 towards the Chemotherapy Unit recliner chairs;

£639 to enable all patients to watch the final of the European Football Championship on their bedside television.

£3,495 for tables and chairs on the Wellbeing Terrace.

As predicted and stated in the first paragraph, the Covid-19 pandemic continues to have a dramatic adverse effect on the Charity's income. The shops remained closed for the first three months of the year and after opening trade was significantly reduced due to the fall in numbers attending the hospital. Income was boosted however by a successful claim which the Charity has lodged under its business interruption insurance policy which resulted in a receipt of £34,851.

Reserves Policy

The Friends have their banking arrangements with Metro Bank. A Community Current Account is used for day to day transactions and an interest bearing Community Deposit Account retains any surplus income. 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 2021

STRUCTURE GOVERNMENT AND MANAGEMENT

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

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 23 April 2022 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 2021

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 December 2021 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

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Colin Barker FCA

Edmund Carr LLP
146 New London Road
Chelmsford
CM2 0AW

28 April 2022

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31st DECEMBER 2021

	Note	Unrestricted 2021 £	Restricted 2021	Total Funds 2021 £	Total Funds 2020 £
INCOME from:					
Donations and legacies		4,948	-	4,948	6,383
Fundraising		-	-	-	-
Charitable activities	2	163,504	-	163,504	134,714
Investments - bank interest		21	-	21	220
Other income	3	34,851	-	34,851	-
TOTAL INCOME		<u>203,324</u>	<u>-</u>	<u>203,324</u>	<u>141,317</u>
EXPENDITURE on:					
Raising Funds		241	-	241	216
Charitable activities	4	165,355	-	165,355	160,095
TOTAL EXPENDITURE		<u>165,596</u>	<u>-</u>	<u>165,596</u>	<u>160,311</u>
NET INCOME/(EXPENDITURE)		37,728	-	37,728	(18,994)
NET MOVEMENT IN FUNDS					
RECONCILIATION OF FUNDS					
Total funds brought forward		59,917	-	59,917	78,911
Total funds carried forward		<u>97,645</u>	<u>-</u>	<u>97,645</u>	<u>59,917</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 2021

	Note	2021		2020	
		£	£	£	£
CURRENT ASSETS					
Stock	8	8,717		10,673	
Debtors	9	11,184		10,516	
Cash at bank and in hand		<u>110,518</u>		<u>71,580</u>	
		130,419		92,769	
CREDITORS: Amounts falling due within one year	10	<u>(32,774)</u>		<u>(32,852)</u>	
NET CURRENT ASSETS			97,645		59,917
NET ASSETS			<u>97,645</u>		<u>59,917</u>
FUNDS OF THE CHARITY					
Unrestricted funds	11		97,645		59,917
Restricted funds			-		-
TOTAL CHARITY FUNDS			<u>97,645</u>		<u>59,917</u>

These financial statements were approved by the Trustees on 23 April 2022 and are signed on their behalf by:

Alison Douglas

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Alison Douglas

Chairperson

Charity Number: 260377

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

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st DECEMBER 2021

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 Generally 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 that settlement will be 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 2021

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

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Sales from hospital shops	163,504	-	163,504	134,714
	<u>163,504</u>	<u>-</u>	<u>163,504</u>	<u>134,714</u>

3. OTHER INCOME

Insurance receipt	34,851	-	34,851	-
	<u>34,851</u>	<u>-</u>	<u>34,851</u>	<u>-</u>

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st DECEMBER 2021

4. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
a) Provision and Running of Hospital Shops	128,637	-	128,637	113,850
b) Donations to other Hospital Amenities	37,280	-	37,280	34,924
c) Grants released	(16,000)	-	(16,000)	-
Governance costs (note 5)	2,235	-	2,235	2,000
Support costs (note 6)	13,203	-	13,203	9,321
	<u>165,355</u>	<u>-</u>	<u>165,355</u>	<u>160,095</u>

	2021 £	2020 £
a) Provision and Running of Hospital Shops		
Purchases	123,365	107,800
Volunteer expenses	636	604
Other expenses	4,636	5,446
	<u>128,637</u>	<u>113,850</u>

	2021 £	2020 £
b) Donations to other Hospital Amenities		
Theatre robot	-	5,000
Pegasus ward	20,000	-
Wellbeing Terrace	3,495	-
Chemotherapy Unit	5,000	-
Pathology Department	7,500	-
Teenage cancer service suite	-	10,000
Airseal System	-	15,000
Christmas decorations, presents and prizes	602	329
Other	683	4,595
	<u>37,280</u>	<u>34,924</u>

	2021 £	2020 £
c) Grants released		
Airseal system	(15,000)	-
Piano in atrium	(1,000)	-
	<u>(16,000)</u>	<u>-</u>

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st DECEMBER 2021

5. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Independent Examination fee	720	-	720	695
Accounts preparation and other services	1,515	-	1,515	1,305
Fees payable to Independent Examiner	2,235	-	2,235	2,000

6. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Training, admin and sundry expenses	3,612	-	3,612	2,528
Subscriptions and Insurance	1,465	-	1,465	709
Website and IT costs	4,408	-	4,408	3,793
Bank fees	432	-	432	1,076
Office equipment and maintenance	3,286	-	3,286	1,215
	13,203	-	13,203	9,321

7. 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 £2,116 (2020 - £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 2021

8 STOCK

	2021	2020
	£	£
Shop stock	<u>8,717</u>	<u>10,673</u>

9 DEBTORS

	2021	2020
	£	£
Prepayments	555	324
VAT	10,629	10,192
	<u>11,184</u>	<u>10,516</u>

10 CREDITORS

	2021	2020
	£	£
Accruals	2,774	3,257
Grants Payable	30,000	29,595
	<u>32,774</u>	<u>32,852</u>

11 UNRESTRICTED INCOME FUNDS

	Balance at 01/01/2021	Incoming resources	Outgoing resources	Transfers	Balance at 31/12/2021
	£	£	£	£	£
Unrestricted funds	<u>59,917</u>	<u>203,324</u>	<u>(165,596)</u>	<u>-</u>	<u>97,645</u>

12 ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

	Tangible fixed assets	Other net assets	Total
	£	£	£
Restricted funds	-	-	-
Unrestricted funds	-	97,645	97,645
Total funds	<u>-</u>	<u>97,645</u>	<u>97,645</u>