

**THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

Charity Number : 260377



Edmund Carr LLP
Chartered Accountants
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THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

YEAR ENDED 31st DECEMBER 2022

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THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31st DECEMBER 2022

The Trustees present their report and the unaudited financial statements of the Charity for the year ended 31 December 2022.

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) (passed away 3 May 2023) Mrs Carol Haensel (Secretary) Mrs Janet Anne Warn 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 2022

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 Friends at 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 as proposed by Mid & South Essex Hospitals Charity Office that are not and have not previously been funded either fully or in part by any form of funding from statutory authorities but that the hospital feel would be of benefit; and those requests for funding to be considered by Friends at Broomfield Hospital Committee.

The Friends run two shops on site. There is also a mobile trolley round (which has been suspended between 2019 and 2022 due to COVID19 restrictions). We plan to reinstate the trolley round in early 2023 ... and stock mainly confectionery and soft drinks visiting a range of wards across the hospital site. Goods are sold 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

The last three years, as we all weathered the Covid-19 pandemic, it seems, thankfully, that the disruption and devastation experienced within the hospital has at last started to abate. We have seen first-hand the intense pressure impressed upon doctors, nurses and staff within the hospital and our Friends' volunteers have worked tirelessly to continue supporting the staff and patients as much as possible throughout these unprecedented times ... sometimes, just being able to provide a smile and a cheery word to brighten their day makes our work worthwhile. I sincerely hope that we can now all re-emerge together ... with faith and trust even stronger than before.

Profits earned in the Friends' shops have been greatly affected by the reduced numbers of some patient appointments and reduced numbers of visitors ... however, times are improving and I am pleased to report that the 2022 shop income is some 71% higher than we recorded in 2021.

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31st DECEMBER 2022

All our profits are retained for the provision of hospital amenities where our aim is to help make the patient experience more comfortable during their hospital stay and help, where we can, with the wellbeing of our incredibly dedicated hospital staff. Visitors are a very important aspect of patient rehabilitation ... so we are always keen to support our visitors too ... not only by welcoming them to our shops but also by funding items such as Mobile Phone Charging Stations for general public use. It's a very simple thing, but essential in these days of technology ... no one needs added stress by finding there is no battery life in their mobile phone when it's urgently needed to keep in contact with family and friends.

Following an application process via the Hospital Charities Office, The Friends' Committee are able to consider funding or partially funding hospital amenities ... such that have not previously been funded either fully or in part by any form of statutory authority funding. It is our pleasure to have been able to award grants totalling £80,016 this year ... some of which are individually listed within the Treasurers Report.

Our mobile trolley service and our library trolley service are about to be reinstated (early 2023) – after 3 years of not being able to have face to face contact with patients on the wards. It has taken a great deal of time and effort to be able to get to this stage and the Friends are looking forward to getting back out there! Being able to provide a good book and have a friendly chat to patients and members of staff goes a long way ... and our Friends thrive on helping to make a positive difference! I know this will be met with a great deal of enthusiasm from staff and patients alike ... and is a service that we very much enjoy providing.

As a start to reinstating our fundraising events, we have a Book Sale and Easter Raffle planned for the first quarter of 2023 and intend to repeat the Book Sale together with a Seasonal Raffle every three months or so in the Hospital Atrium ...so please come and see us!

Generous donations from our supporters continued to come in throughout 2022, which, during such testing financial times is so appreciated. We are very fortunate to receive donations via such platforms as Just Giving, Love 2 donate and Much Loved as well as direct from individuals by post and using our counter-top collection boxes. You can see details of how we spend these funds on our website www.fab.org under 'News' where we publish articles and photographs of funded items.

The Friends continue to fulfil a huge role within Broomfield Hospital by supporting the Trust with services and providing vital funds. The donations awarded in 2022 are some 115% higher than the previous year and we will continue to work with the Trust to improve our contribution year on year.

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 this is 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.

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31st DECEMBER 2022

Barbara Coupe - Vice Chairman and Shop Manager died suddenly and unexpectedly in May 2023. She was our longest serving volunteer, having been with the Friends for over 39 years.

She was a much valued and loved member of the charity and was the primary driving force instrumental in taking the Charity forward. She was a kind, empathetic, hardworking and enthusiastic person who loved her family, the Friends and golf. Much of what we have achieved today is down to Barbara with her vision and determination. She will be very sadly missed and her shoes will be impossible to fill.

Alison Douglas

Chairperson

FINANCIAL REVIEW

Treasurer's Report

The Covid-19 pandemic is at long last behind us although its after effects continue to impact shop takings. The Charity's income in the year was £287,321 (2021: £203,324), with the hospital shops generating £279,952 (2021: £163,504) of this total. The Charity was still however able to make grants of £80,016 (2021: £37,280) towards hospital amenities. The net deficit for the year was £24,508 (2021: surplus of £37,728) and total funds at the year end were £73,137 (2021: £97,645).

Grants awarded included:

£25,000 to the Chemotherapy Unit towards 'cooling caps';

£16,872 to the Manual Handling team towards lifting equipment;

£12,600 to Cleft Services towards breast pumps

£4,200 to Burns Intensive Care Unit towards patient bedwarmers;

As mentioned above, the Covid-19 pandemic continues to have an adverse effect on the Charity's income due to the numbers attending the hospital. Looking forward as the footfall in the hospital increases we are confident the income of the Charity and its ability to fund donations will also increase.

Reserves Policy

The Friends' reserves policy is to retain minimum unrestricted funds of £30,000. This is to fund the day to day running of the shop, one-off shop purchases (eg equipment such as tills or freezers) and any unexpected repairs. Reserves at 31 December 2022 totalled £73,137. Reserves in excess of £30,000 are available for the award of grants to the Hospital as and when requested.

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31st DECEMBER 2022

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 funds for short term requirements. The Community Current Account holds a balance sufficient to pay all known expenses - which will generally be shop related (around £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 these accounts give us instant access to funds. Surplus funds, over and above short-term requirements, are held in a Notice Deposit account with Metro Bank and are subject to 60 days' notice.

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 7 June 2023 and is signed on their behalf by:

Alison Douglas
.....

Alison Douglas
Chairperson

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDED 31st DECEMBER 2022

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 December 2022 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 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, 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 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

7 June 2023

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31st DECEMBER 2022

	Note	Unrestricted 2022 £	Restricted 2022	Total Funds 2022 £	Total Funds 2021 £
INCOME from:					
Donations and legacies		7,229	-	7,229	4,948
Fundraising		-	-	-	-
Charitable activities	2	279,952	-	279,952	163,504
Investments - bank interest		140	-	140	21
Other income	3	-	-	-	34,851
TOTAL INCOME		<u>287,321</u>	<u>-</u>	<u>287,321</u>	<u>203,324</u>
EXPENDITURE on:					
Raising Funds		180	-	180	241
Charitable activities	4	311,649	-	311,649	165,355
TOTAL EXPENDITURE		<u>311,829</u>	<u>-</u>	<u>311,829</u>	<u>165,596</u>
NET INCOME/(EXPENDITURE)		(24,508)	-	(24,508)	37,728
NET MOVEMENT IN FUNDS					
RECONCILIATION OF FUNDS					
Total funds brought forward		97,645	-	97,645	59,917
Total funds carried forward		<u>73,137</u>	<u>-</u>	<u>73,137</u>	<u>97,645</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 2022

	Note	2022		2021	
		£	£	£	£
CURRENT ASSETS					
Stock	8	10,659		8,717	
Debtors	9	569		11,184	
Cash at bank and in hand		122,561		110,518	
		<u>133,789</u>		<u>130,419</u>	
CREDITORS: Amounts falling due within one year	10	<u>(60,652)</u>		<u>(32,774)</u>	
NET CURRENT ASSETS			73,137		97,645
NET ASSETS			<u>73,137</u>		<u>97,645</u>
FUNDS OF THE CHARITY					
Unrestricted funds	11		73,137		97,645
Restricted funds			-		-
TOTAL CHARITY FUNDS			<u>73,137</u>		<u>97,645</u>

These financial statements were approved by the Trustees on 7 June 2023 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.

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st DECEMBER 2022

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 2022

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 2022 £	Total Funds 2021 £
Sales from hospital shops	279,952	-	279,952	163,504
	<u>279,952</u>	<u>-</u>	<u>279,952</u>	<u>163,504</u>

3. OTHER INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Insurance receipt	-	-	-	34,851
	<u>-</u>	<u>-</u>	<u>-</u>	<u>34,851</u>

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st DECEMBER 2022

4. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
a) Provision and Running of Hospital Shops	216,159	-	216,159	128,637
b) Donations to other Hospital Amenities	80,016	-	80,016	37,280
c) Grants released	-	-	-	(16,000)
Governance costs (note 5)	2,860	-	2,860	2,235
Support costs (note 6)	12,614	-	12,614	13,203
	<u>311,649</u>	<u>-</u>	<u>311,649</u>	<u>165,355</u>

	2022 £	2021 £
a) Provision and Running of Hospital Shops		
Purchases	205,476	123,365
Volunteer expenses	951	636
Other expenses	9,732	4,636
	<u>216,159</u>	<u>128,637</u>

	2022 £	2021 £
b) Donations to other Hospital Amenities		
Chemotherapy Unit	25,000	5,000
Pegasus ward	607	20,000
Manual handling: Lifting equipment	16,872	-
Cleft services: breast pumps	12,600	-
Bladder scanner	8,000	-
Music in Healthcare	7,400	-
Burns ICU	4,200	-
Pathology Department	-	7,500
Christmas decorations, presents and prizes	1,171	602
Other	4,166	4,178
	<u>80,016</u>	<u>37,280</u>

	2022 £	2021 £
c) Grants released		
Airseal system	-	(15,000)
Piano in atrium	-	(1,000)
	<u>-</u>	<u>(16,000)</u>

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st DECEMBER 2022

5. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Independent Examination fee	740	-	740	720
Accounts preparation and other services	2,120	-	2,120	1,515
Fees payable to Independent Examiner	2,860	-	2,860	2,235

6. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Training, admin and sundry expenses	5,658	-	5,658	3,612
Subscriptions and Insurance	1,434	-	1,434	1,465
Website and IT costs	4,052	-	4,052	4,408
Bank fees	45	-	45	432
Maintenance and repairs	1,425	-	1,425	3,286
	12,614	-	12,614	13,203

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 £2,281 (2021 - £2,116) 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 2022

8. STOCK

	2022	2021
	£	£
Shop stock	<u>10,659</u>	<u>8,717</u>

9. DEBTORS

	2022	2021
	£	£
Prepayments	569	555
VAT	-	10,629
	<u>569</u>	<u>11,184</u>

10. CREDITORS

	2022	2021
	£	£
Accruals	3,637	2,774
VAT	6,107	-
Grants Payable	50,908	30,000
	<u>60,652</u>	<u>32,774</u>

11. UNRESTRICTED INCOME FUNDS

	Balance at 01/01/2022	Incoming resources	Outgoing resources	Transfers	Balance at 31/12/2022
	£	£	£	£	£
Unrestricted funds	<u>97,645</u>	<u>287,321</u>	<u>(311,829)</u>	<u>-</u>	<u>73,137</u>

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

	Tangible fixed assets	Other net assets	Total
	£	£	£
Restricted funds	-	-	-
Unrestricted funds	-	73,137	73,137
Total funds	<u>-</u>	<u>73,137</u>	<u>73,137</u>