

**THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

Charity Number : 260377



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

YEAR ENDED 31st DECEMBER 2023

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THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31st DECEMBER 2023

The Trustees present their report and the unaudited financial statements of the Charity for the year ended 31 December 2023.

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 Penelope Yvonne Elizabeth Bennett (Vice-Chairperson from 8 June 2023)
Mrs Carol Haensel (Secretary)
Mrs Janet Anne Warn
Mr Christopher Rodney Vaughan Jones
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 2023

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 stocks mainly confectionery and soft drinks and visits 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. Additionally, the Friends run a library trolley service where patients can borrow and exchange books free of charge. Again, a range of wards are visited across the hospital site.

ACHIEVEMENTS AND PERFORMANCE

Chairperson's report

As we approach the 75th anniversary of the Friends in 2024, 2023 was almost a 'record breaking' year. Financially we are very nearly up to pre Covid levels and considering our opening hours are still reduced as a consequence of the pandemic this is a fantastic result.

We have seen a great increase in footfall as our hospital returns to normal operations, with clinics being re-instated and visitors encouraged to return. We have also benefitted from the temporary closure of the main catering facility at the hospital. Income has increased, generating an additional £100,000 on last year's total.

We are extremely grateful for the loyalty of the hospital staff, patients and visitors who use our two shops. For our part, we always aim to give good value for money, variety of choice and attractive merchandise, as well as 'service with a smile' by our happy volunteers who are welcoming and always willing to help.

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31st DECEMBER 2023

Sadly, in May 2023 the Friends suffered a major blow with the loss of our Vice Chairman, Barbara Coupe. Barbara was our longest serving volunteer of nearly 40 years and was instrumental in driving the Friends forward to the charity that it is today. She was a very active member and was heavily involved in all aspects of our day-to-day operations. We received many donations in memory of Barbara and have purchased two specialist chairs for use in the hospital in her name and in her favourite pink colour.

Adjusting to her loss has been a major undertaking, but one which the Committee and our volunteers dealt with in a way we believe she would have wanted.

We have re-introduced both the library trolley and the ward trolley rounds. These have been very well received by both patients and staff who often are unable to visit our shops. Our customers appreciate the service and the opportunity to have a chat with a non-clinical person. What better way to help the day go by, than with a good book and a chocolate bar! The trolley rounds will increase in frequency when we can recruit more volunteers to operate them, and we will also incorporate more wards to visit as the service develops.

Recruiting volunteers is an ongoing issue following the loss of quite a few volunteers during and after the pandemic. Like many charities we have found it difficult to recruit replacements. This is something we are concentrating our efforts on, and hope to get the numbers back up to pre-pandemic levels as soon as possible.

Although we have had a very profitable year, and we have funded every proposal put forward by the Trust, there has not been a great number of requests from the hospital for us to fund equipment etc., and some requests have been agreed but not yet funded. We hope very much that this will change in 2024, and are working closely with the Charitable Office to ensure this happens.

However, we have this year funded; slippers to prevent falls in the hospital, specialist tilt chairs for patients who have had a stroke or suffer neurological problems to help them get from bed to chair, breast pumps and trolleys for the neo natal unit for the care of cleft babies, a VR headset for the anaesthetic department to provide a distraction for nervous patients, and teaching aids for urology.

For the Care of the Elderly wards we are funding basic toiletries to ensure that the patients have everything they need, even if they come in as an emergency, or have no toiletries with them. We have made an initial commitment to fund this for 12 months at a cost to the Friends of £6,000.

We have also provided soft toys to go with new-born babies who are going on to be fostered or adopted, with the same toy going to their birth mothers as a keepsake.

Hopefully, all of these items will make a difference to the dignity of the patients, and will make a difference to the life of the hospital.

Our periodic magazine has recently been printed, which has been well received, and an editorial piece is published in the Broomfield Times every 2 months which keeps the local community informed of our work and which we hope may generate more volunteers.

You can find out more about the work we do and enquire about volunteering by visiting our website which is updated regularly: www.fabh.org.

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31st DECEMBER 2023

Our donations from the community have increased by over £6,000 from last year, with contributions through “Just Giving”, “Love to donate” and “Much Loved” in memoriam gifts. We received a generous donation from the South Woodham Ferrers Football Club from their Fun Day which we used to purchase a mobile phone charger for A & E – a department the Club unfortunately uses frequently!

We also have counter top collection boxes which generate a steady stream of donations. We hold regular book sales and tombolas to generate extra income, which also publicises the work we do within the hospital.

The Friends continue to fulfil a very important role within Broomfield Hospital by supporting the Trust with services and providing vital funds. This role has remained constant for the last 75 years, with every volunteer giving their time and commitment willingly and providing 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 all profits generated benefit the hospital. My thanks go to the volunteers whose commitment and enthusiasm ensures that our services run as smoothly as they do.

Long may this continue and we look forward to hopefully a record breaking 75th year in 2024!

Alison Douglas

Chairperson

FINANCIAL REVIEW

Treasurer's Report

The Charity's income in the year was £407,081 (2022: £287,321), with the hospital shops generating £392,254 (2022: £279,952) of this total. This shows a level of income approaching pre-covid figures and is a testament to the efforts of our group of volunteers. As a result the Charity was able to make grants of £26,412 (2022: £80,016) towards hospital amenities, the reduced level reflecting a shortage of requests from the hospital rather than any lack of funds. The net income for the year was £81,516 (2022: deficit of £24,508) and total funds at the year end were £154,653 (2022: £73,137).

Grants awarded included:

£8,688 to the Therapy Team: Black and Pink Tilt Chairs;

£4,299 to the Neo Natal: Breast Pumps and Trolleys;

£2,445 to Anaesthetics Team: VR Headset; and

£3,300 for a urine flow meter.

We are confident that the level of grants for the following year will show an increase due to improved liaison with the hospital.

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31st DECEMBER 2023

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 shops, one-off shop purchases (e.g. equipment) and any unexpected repairs. Reserves at 31 December 2023 totalled £154,653. Reserves in excess of £30,000 are available for the award of grants to the Hospital as and when requested.

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 11 April 2024 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 2023

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 December 2023 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

15 April 2024

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31st DECEMBER 2023

	Note	Unrestricted 2023 £	Restricted 2023	Total Funds 2023 £	Total Funds 2022 £
INCOME from:					
Donations and legacies		11,660	-	11,660	7,229
Fundraising		1,227	-	1,227	-
Charitable activities	2	392,254	-	392,254	279,952
Investments - bank interest		1,790	-	1,790	140
Other income	3	150	-	150	-
TOTAL INCOME		<u>407,081</u>	<u>-</u>	<u>407,081</u>	<u>287,321</u>
EXPENDITURE on:					
Raising Funds		129	-	129	180
Charitable activities	4	325,436	-	325,436	311,649
TOTAL EXPENDITURE		<u>325,565</u>	<u>-</u>	<u>325,565</u>	<u>311,829</u>
NET INCOME/(EXPENDITURE)		81,516	-	81,516	(24,508)
NET MOVEMENT IN FUNDS					
RECONCILIATION OF FUNDS					
Total funds brought forward		73,137	-	73,137	97,645
Total funds carried forward		<u>154,653</u>	<u>-</u>	<u>154,653</u>	<u>73,137</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 2023

	Note	2023		2022	
		£	£	£	£
CURRENT ASSETS					
Stock	8	15,798		10,659	
Debtors	9	916		569	
Cash at bank and in hand		171,552		122,561	
		<u>188,266</u>		<u>133,789</u>	
CREDITORS: Amounts falling due within one year	10	<u>(33,613)</u>		<u>(60,652)</u>	
NET CURRENT ASSETS			154,653		73,137
NET ASSETS			<u>154,653</u>		<u>73,137</u>
FUNDS OF THE CHARITY					
Unrestricted funds	11		154,653		73,137
Restricted funds			-		-
TOTAL CHARITY FUNDS			<u>154,653</u>		<u>73,137</u>

These financial statements were approved by the Trustees on 11 April 2024 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 2023

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 2023

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 2023 £	Total Funds 2022 £
Sales from hospital shops	392,254	-	392,254	279,952
	<u>392,254</u>	<u>-</u>	<u>392,254</u>	<u>279,952</u>

3. OTHER INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Netpay Goodwill Payment	<u>150</u>	<u>-</u>	<u>150</u>	<u>-</u>

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st DECEMBER 2023

4. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
a) Provision and Running of Hospital Shops	298,533	-	298,533	216,159
b) Donations to other Hospital Amenities	26,412	-	26,412	80,016
c) Grants released	(15,400)	-	(15,400)	-
Governance costs (note 5)	2,775	-	2,775	2,860
Support costs (note 6)	13,116	-	13,116	12,614
	<u>325,436</u>	<u>-</u>	<u>325,436</u>	<u>311,649</u>

	2023 £	2022 £
a) Provision and Running of Hospital Shops		
Purchases	285,450	205,476
Volunteer expenses	2,974	951
Other expenses	10,109	9,732
	<u>298,533</u>	<u>216,159</u>

	2023 £	2022 £
b) Donations to other Hospital Amenities		
Chemotherapy Unit	-	25,000
Falls Team: Slippers Swap	2,100	-
Manual handling: Lifting equipment	-	16,872
Cleft services: breast pumps	-	12,600
Urine Flow Meter	3,300	-
Therapy Team: Black and Pink Tilt Chairs	8,688	-
Neo Natal: Breast Pumps and Trolleys	4,299	-
Anaesthetics Team: VR Headset	2,445	-
Urology: Male Catheterisation Model	1,500	-
Other	4,080	25,544
	<u>26,412</u>	<u>80,016</u>

	2023 £	2022 £
c) Grants released		
Bladder Scanner	(8,000)	-
Pulse Art: Music in Healthcare	(7,400)	-
	<u>(15,400)</u>	<u>-</u>

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st DECEMBER 2023

5. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Independent Examination fee	740	-	740	740
Accounts preparation and other services	2,035	-	2,035	2,120
Fees payable to Independent Examiner	2,775	-	2,775	2,860

6. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Training, admin and sundry expenses	6,428	-	6,428	5,658
Subscriptions and Insurance	1,537	-	1,537	1,434
Website and IT costs	3,617	-	3,617	4,052
Bank fees	360	-	360	45
Maintenance and repairs	1,174	-	1,174	1,425
	13,116	-	13,116	12,614

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 £3,956 (2022 - £2,281) in respect of bookkeeping services provided to the Charity.

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

8. STOCK

	2023 £	2022 £
Shop stock	15,798	10,659

THE LEAGUE OF FRIENDS OF BROOMFIELD HOSPITAL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st DECEMBER 2023

9. DEBTORS

	2023	2022
	£	£
Prepayments	680	569
Interest Receivable	236	-
	<u>916</u>	<u>569</u>

10. CREDITORS

	2023	2022
	£	£
Accruals	3,872	3,637
VAT	6,140	6,107
Grants Payable	23,601	50,908
	<u>33,613</u>	<u>60,652</u>

11. UNRESTRICTED INCOME FUNDS

Current Year	Balance at 01/01/2023	Incoming resources	Outgoing resources	Transfers	Balance at 31/12/2023
	£	£	£	£	£
Unrestricted funds	<u>73,137</u>	<u>407,081</u>	<u>(325,565)</u>	<u>-</u>	<u>154,653</u>
Prior Year	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	-	154,653	154,653
Total funds	<u>-</u>	<u>154,653</u>	<u>154,653</u>