

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE

ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2023

Charity No 264136

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2023

The Trust was established under a trust deed in April 1972 in order to provide relief to patients at the centre and to support the work of the centre.

The Trust is a registered charity.

President: The Lord Mayor of Bristol

Officers

Chair	Mrs O Grogono
General Secretary	Mrs E Pritchard
Treasurer	Mrs CM Owen

Trustees

Mr S Blake
Mrs A Carlton
Mr GJ Clements
Mrs L Densham
Mrs G Creese
Dr G Crichton
Mrs N Day
Mrs O Grogono
Mrs J Lockwood
Mr S Moorlen
Mrs P Murphy
Mrs CM Owen
Mrs S Sims
Mrs A Thomas

Advisors

Bankers	National Westminster Bank plc Bristol City Office
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Auditors	Elliott Bunker Limited 1st Floor 61 Macrae Road Ham Green Bristol BS20 0DD
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Stock brokers	Alpha Portfolio Management 1 The Square Temple Quay Bristol
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Registered Office	Bristol Haematology and Oncology Centre Horfield Road Bristol
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Telephone	0117 342 3432
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THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
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Trustees' report

The trustees present their report and the audited financial statements for the year ended 31 December 2023.

The 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 (FRS102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015

Constitution and objects

The Trust was constituted under the model deed for Friends of Hospitals. A revised constitution was adopted in September 2006. The principal object of the Trust as set out in the constitution is to offer relief to patients and former patients and to support the work of the Centre.

During the year, the charity's main objectives continued to be those of fundraising and management of the investment portfolio, enabling financial support to be given to the Bristol Haematology and Oncology Centre in respect of specific projects.

The trustees confirm that they have referred to the guidance contained in the Charity Commissioners' general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future funding of the Centre.

Structure and organization

The Trust is unincorporated and is a registered charity. The trustees in office during the year and at the date of this report are as set out on page 1.

A main committee as set out in the constitution manages the Trust. Meetings are held quarterly and are attended by representatives from the hospital. Trustees are invited to join the committee by existing trustees or by recommendations from hospital staff. In addition to the main committee there is an investment committee which has responsibility for investing the Trust's reserves.

The investment committee is chaired by Mrs O Grogono. The following trustees also serve on the committee: Mr GJ Clements, and Mrs CM Owen.

Review of activities and future developments

During the year the Trust has continued to raise money to benefit the patients of The Bristol Haematology and Oncology Centre. The fundraising is largely carried out by volunteers and the trustees are very grateful to the many volunteers who carried out fund raising activities on behalf of the Trust during the year.

The Trust has, and will continue to, support the work of the hospital by financing various capital and research projects undertaken by the hospital and Bristol University.

Financial activities and affairs

There have been no changes in the policies of the Trust during the year.

During the year incoming resources from fundraising, donations and legacies and investment income totalled £221,487 (2022: £300,712, and expenditure on specific projects amounted to £140,278 (2022: £110,939). After deducting the charity's operating expenses and allowing for the realised and unrealised investment revaluation surpluses the resulting surplus for the year was £252,175 (2022: deficit £243,559).

At the year end the Trust's balance sheet showed total funds of £5,356,702 (2022: £5,104,527) of which £5,309,814 (2022: £5,054,396) were unrestricted funds.

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Reserves

The unrestricted fund represents the accumulated surpluses from previous years. The policy of the Trust is to build these reserves by judicious management of investment assets to maximise the income available for future years. The expenditure on charitable objectives each year depends on the requests from the hospital management. All expenditure is approved by the hospital management before being presented to the Trustees at quarterly meetings. The level of reserves is reviewed at the meetings and decisions regarding expenditure is made by the Trustees having given consideration to available reserves and funds already committed. The Trustees keep sufficient reserves to support any long term commitments to the hospital. Surplus reserves have been invested to maximise income and consequently investments are available to be realised should charitable expenditure exceed available cash in the bank.

The restricted funds represent funds held for specific purposes as set out in note 12 to the financial statements

Trustees' responsibility for the accounts

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the financial activities of the charity during the year and of its state of affairs at the end of the year. In preparing those financial statements the trustees are required to:

1. Select suitable accounting policies and apply them consistently;
2. Make judgments and estimates that are reasonable and prudent;
3. Observe the methods and principles in the Charities SORP
4. State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and;
5. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with section 130 of the Charities Act 2011 and general law. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Risk management

The trustees have assessed the major risks to which the Trust is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to mitigate exposure to such risks.

Investment policy

The trustees have the power to invest in such assets as they see fit.

The investment committee meets at least three times a year to review the investment portfolio and the cash requirements of the Trust. For the last few years the Trust's income has exceeded its requirements and as a result the investment strategy is to invest in low and medium risk investments to balance capital appreciation with a reasonable income flow to enable the trust to meet its objectives.

Approved by the trustees on 12 August 2024 and signed on their behalf by:



Mrs Caroline Owen
Trustee

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE

Opinion

We have audited the financial statements of The Friends of Bristol Haematology and Oncology Centre (the "Charity") for the year ended 31 December 2023 which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 December 2023 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on page 3, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Key audit matters: our assessment of risks of material misstatement

Key audit matters are those matters that in our professional judgement were of most significance in the audit of the financial statements and include the most significant assessed risks of material misstatement (whether or not due to fraud) identified by us, including those which had the greatest effect on the allocation of resources in the audit, and directing the efforts of the engagement team. There are no key areas identified as the audit is very low risk with normal audit procedures adequate in all audit areas.

We agreed to report to the board of trustees any corrected or uncorrected identified misstatements

Identifying and reporting of risks of material misstatement due to fraud

To identify risks of material misstatement due to fraud we assessed events or conditions that could indicate an incentive or pressure to commit fraud or provide an opportunity to commit fraud. Our risk assessment procedures included:

(i) enquiring of the trustees and inspection of key papers provided to those charged with governance as to high level policies and procedures to prevent and detect fraud.

(ii) reviewing the minutes of trustees' meetings.

We communicated identified fraud risks throughout the audit team and remained alert to any indications of fraud throughout the audit.

As required by Auditing Standards, and taking into account our overall knowledge of the control environment, we performed procedures to assess the risks of management override of controls. To address the pervasive risk as it related to management override of controls, we reviewed material journal entries and agreed these to supporting documentation where appropriate.

Identifying and responding to risks of material misstatement due to non-compliance with laws and regulations

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience and through discussion with the Treasurer. As the charity is regulated, our assessment of risks involved gaining an understanding of the control environment including the entity's procedures for complying with regulatory requirements.

We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.

Auditing Standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of management and trustees and inspection of regulatory and legal correspondence, if any. Therefore, if any breach of operational regulations is not disclosed to us or evident from relevant correspondence, an audit will not detect that breach.

Limitations to the ability of the audit to detect fraud or breaches of laws and regulation

Owing to the inherent limitation of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by Auditing Standards would identify it.

In addition, as with any audit, there remained a higher risk of non-detection of fraud, as this may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. Our audit procedures are designed to detect material misstatement, and therefore we are not responsible for preventing non-compliance or fraud and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Paul Cridland
Elliott Bunker Ltd (Chartered Accountants and Statutory Auditor)
1st Floor, 61 Macrae Road
Eden Business Park
Ham Green
Bristol BS20 0DD

Date 22 August 2024

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted fund £	2023 Restricted funds £	Total £	Unrestricted fund £	2022 Restricted funds £	Total £
Income and endowments from							
Donations and legacies	3	83,111	26,718	109,829	136,299	29,258	165,557
Other trading activities	4	2,836	-	2,836	37,066	-	37,066
Investment income	5	108,537	285	108,822	98,027	62	98,089
Total		194,484	27,003	221,487	271,392	29,320	300,712
Expenditure on							
Raising funds	6	2,263	-	2,263	17,997	-	17,997
Charitable activities	7	86,556	97,514	184,070	90,914	61,792	152,706
Total		88,819	97,514	186,333	108,911	61,792	170,703
Net income		105,665	(70,511)	35,154	162,481	(32,472)	130,009
Transfers							
Gross transfers between funds		(67,268)	67,268	-	(32,246)	32,246	-
Net income before other recognised gains and losses		38,397	(3,243)	35,154	130,235	(226)	130,009
OTHER RECOGNISED GAINS							
(Losses)/gains on investments							
Realised gains on disposals		83,313	-	83,313	220,678	-	220,678
Unrealised gains/(losses) on revaluations		133,708	-	133,708	(594,246)	-	(594,246)
Net movement in funds		255,418	(3,243)	252,175	(243,333)	(226)	(243,559)
Total funds brought forward		5,054,396	50,131	5,104,527	5,297,729	50,357	5,348,086
Total funds carried forward		5,309,814	46,888	5,356,702	5,054,396	50,131	5,104,527

All activities relate to continuing operations.

All gains and losses recognised in the year are included in the Statement of Financial Activities.

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
BALANCE SHEET
YEAR ENDED 31 DECEMBER 2023

	Note	2023		2022	
		£	£	£	£
FIXED ASSETS					
Investments	9		4,603,040		4,411,702
CURRENT ASSETS					
Debtors	10	1,549		30,000	
Cash at bank and in hand		759,641		672,005	
		<u>761,190</u>		<u>702,005</u>	
CREDITORS: amounts falling due within one year					
	11	<u>7,528</u>		<u>9,180</u>	
Net current assets			753,662		692,825
Total assets less current liabilities					
			<u>5,356,702</u>		<u>5,104,527</u>
Funds					
	12				
Unrestricted fund			5,309,814		5,054,396
Restricted fund			46,888		50,131
			<u>5,356,702</u>		<u>5,104,527</u>

Approved and authorised for issue by the Trustees on 12/8/24 and signed on their behalf by

Mrs O Grogono - Chair

 O. Grogono

The notes on pages 10 to 15 form an integral part of these accounts.

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
STATEMENT OF CASH FLOW
YEAR ENDED 31 DECEMBER 2023

	Note	Total Funds 2023 £	Total Funds 2022 £
Net cash generated by operating activities	15	(46,869)	997
Cash from investing activities			
Interest and dividends		108,822	98,089
Transfer from stockbroker		<u>25,683</u>	<u>25,728</u>
Cash provided by investing activities		134,505	123,817
Change in cash and cash equivalents in the year		<u>87,636</u>	<u>124,814</u>
Cash and cash equivalents brought forward		672,005	547,191
Cash and cash equivalents carried forward		<u><u>759,641</u></u>	<u><u>672,005</u></u>

1. Accounting policies

Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets, and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS102), applicable accounting standards and the Charities Act 2011.

The Trust constitutes a public benefit entity as defined by FRS102.

Incoming resources

Donations are accounted for when received by the Trust and legacies are recognised when it is probable that they will be received. Other income is accounted for on an accruals basis as far as it is prudent to do so. Income includes income tax recoverable.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to the activity and indirect costs required to support the work of the charity.

Gifts in kind

The Trust receives the benefit of work carried out by volunteers and is allocated a room at the Centre free of charge. No value is placed on these items.

Taxation

As a registered charity, the trust is exempt from tax as it has no taxable activities. Irrecoverable VAT borne by the Trust is included in the cost of the item to which it relates.

Investments

Investment income is taken into account on the basis of the due date of payment. Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. All gains and losses, whether realised or unrealised are credited or charged to the Unrestricted Fund.

Fund accounting

Unrestricted income funds are general funds that are available for use at the Trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for a specific purpose, the use of which is restricted to that area.

Details of the nature and purpose of each fund is set out in note 12.

Governance costs

Governance costs include costs of the preparation and examination of the Report and Financial Statement, costs relating to Trustees' meetings and any legal costs relating to governance and constitutional matters.

2. Transactions with Trustees and other connected persons

No transactions took place between the Trust and the Trustees or any persons connected with them.

E FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
 TES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED
 DECEMBER 2023

Fixed asset investments		
	2023	2022
	£	£
Listed investments at market value		
Fixed interest securities	912,983	730,847
Equity shares	3,479,626	3,210,276
Investment trusts and unit trusts	198,163	269,977
	4,590,772	4,211,100
Cash	12,268	200,602
	4,603,040	4,411,702
Historical cost of listed investments		
	4,334,236	4,088,267

	Listed investments	Cash	Total
	£	£	£
Market value:			
At 31 December 2022	4,211,100	200,602	4,411,702
Additions	675,951	513,300	1,189,251
Disposals	(429,987)	(675,951)	(1,105,938)
Increase in value in year	133,708	-	133,708
Transfer to income	-	(25,683)	(25,683)
At 31 December 2023	4,590,772	12,268	4,603,040

At 31 December 2023 there were two holdings with a market value in excess of 5% of the total value. A holding of S&P I shares had a market value of £430,100 and a holding of Vanguard FTSE Developed World had a market value of £336,877.

Debtors		
	2023	2022
	£	£
Prepaid expenses	1,549	-
Legacies due	-	30,000
	1,549	30,000

Creditors: amounts falling due within one year		
	2023	2022
	£	£
Accrued expenses	7,528	9,180
Unpaid invoices	-	-
	7,528	9,180

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2023

12. Funds

	At 31 December 2022	Incoming resources	Resources expended	Transfers between funds	At 31 December 2023
	£	£	£	£	£
Restricted Funds					
Equipment fund - to purchase and maintain medical equipment	2,687	21,471	91,426	67,268	-
Research Fund- to fund research projects	22,121	267	-	-	22,388
Marsden bequest- to fund research salaries	1,467	18	-	-	1,485
Earmarked fund- gifts for other purposes	23,856	5,247	6,088	-	23,015
	<u>50,131</u>	<u>27,003</u>	<u>97,514</u>	<u>67,268</u>	<u>46,888</u>
Unrestricted funds					
General fund	5,054,396	411,505	88,819	(67,268)	5,309,814
	<u>5,104,527</u>	<u>438,508</u>	<u>186,333</u>	<u>-</u>	<u>5,356,702</u>

13. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
Investments	4,603,040	-	4,603,040
Current assets	714,302	46,888	761,190
Creditors due within one year	(7,528)	-	(7,528)
	<u>5,309,814</u>	<u>46,888</u>	<u>5,356,702</u>

14. Approved future funding

At 31 December 2023 the trust had entered into the following funding commitments.

	£
Courses for hospital staff	16,000
Information support and research salaries	26,000
Chemotherapy treatment chairs	12,000
Radiotherapy planning trial	8,500
Fatigue app development	4,586
TYA complimentary therapies	40,000
Patient support videos	2,250
Practitioner for CART cell therapy	167,000
Immobilisation boards	9,528
Decorating cancer support quiet room and clinical trials room	3,228
Pilot ECG tip system	5,500
Surface guided radiotherapy system	672,674
Cardiac monitors	31,789
Auto outlining software	53,874
Brachytherapy HDR	318,000
Bariatric trolley	25,000

THE FRIENDS OF BRISTOL HAEMATOLOGY AND ONCOLOGY CENTRE
 NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED
 31 DECEMBER 2023

15. Reconciliation of net movement in funds to cash flow from operating activities

	2023	2022
	£	£
Net movement in funds	252,175	(243,559)
Less investment income	(108,822)	(98,089)
Less loss/gains on investments	(217,021)	373,568
Decrease/(increase) in debtors	28,451	(28,985)
(Decrease)/increase in creditors	(1,652)	(1,938)
Net cash generated by operating activities	(46,869)	997