

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

JOHN RADCLIFFE HOSPITAL
OXFORD UNIVERSITY HOSPITAL NHS TRUST
HEADINGTON OXFORD

REGISTERED CHARITY NO. 278075

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

KING LOOSE & CO
ACCOUNTANTS

ST JOHN'S HOUSE
5 SOUTH PARADE
SUMMERTOWN
OXFORD OX2 7JL

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

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THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2021

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011, and 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 UK and Republic of Ireland – Charities SORP (FRS 102); and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Legal and administrative details

The League of Friends of the John Radcliffe Hospital is registered with the Charity Commissioners under No. 278075 as a Charitable Trust, and is constituted by a Deed of Trust.

The Charity Trustees, also being the Committee, for the year ended 31st March 2021 were:-

Chairman	Mr A Bax
Treasurer	Mr A Loehnis
Secretary	Mrs M Baker
Trustee	Mr P Oliver
Trustee	Mrs J Heath
Trustee	Mrs M Rhymes
Trustee	Mrs M Sims

There is no Chief Executive Officer. All Trustees participate in the management of the Charity.

Bankers: Lloyds Bank Plc, 1 High Street, Carfax, Oxford, OX1 4AA

Independent Examiner: Mrs H C Fanthorne FCA, King Loose & Co., Accountants, St John's House, 5 South Parade, Summertown, Oxford, OX2 7JL

Insurance Brokers: Arthur J Gallagher Insurance Brokers Limited, 2nd Floor, Devonshire House, Riverside Road, Pottington Business Park, Barnstaple, EX31 1EY.

Objects, organisation and activities

The object of the Charity is to supplement the service provided by the John Radcliffe Hospital for the health, welfare and comfort of the patients, by the provision of facilities, premises and equipment which may be required for the treatment of patients, and to support the charitable work of the hospital.

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL
ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2021

Objects, organisation and activities (cont'd)

The premises from which the League operates were previously provided rent free by the hospital. In April 2014, a new premises lease was created between Oxford University Hospitals NHS Trust and the League. Under the terms of this lease, which runs initially to 31st March 2020, a peppercorn rent is chargeable, but the League is committed to donations of not less than £50,000 per year to the Trust, for the benefit of clinical services at the hospital. The distribution is to be agreed jointly between the committees of the respective parties, and any shortfall in one year is to be made good by the end of the next year.

The Charity is dependent on approximately 83 volunteers, who are mainly retired people, to service the cafeteria and tea bar. In addition, there were five paid staff during the year; these individuals held the posts of manager and 4 general assistants.

The annual subscription is now waived.

The majority of the Charity's funds are provided from the sale of refreshments and goods sold in the cafeteria and tea bar, together with monies received as donations, bequests and gifts. There are no other significant activities.

Day to day administration of the cafeteria and tea bar is delegated to the paid staff, with overriding decision making by the Trustees. The Trustees meet on a regular basis to discuss the League's affairs. Additionally, there is a specific "Bids Committee", to deal with the requests from the hospital for equipment etc; the Bids Committee meets on a more or less quarterly basis to consider these issues.

Public benefit

In reviewing the Charity's objectives and activities, the Trustees have considered the guidelines laid down by the Charity Commission in relation to public benefit. The Trustees are of the opinion that the Charity's objectives and activities are totally in accordance therewith.

Trustees appointment and training

Trustees are generally appointed at the annual general meeting, usually held in late Spring. Nominations for Trustees are put forward prior to the annual general meeting, when the nominee has confirmed their willingness to serve, and then formally proposed, seconded and voted upon at the meeting itself.

Induction and training of new Trustees is informal, mainly covered by word of mouth and attendance at meetings where policy decisions are taken, and matters of concern discussed. There is no specific training policy, although certain of the Trustees attend meetings of "Attend" (formerly the National Association of Friends) and circulate information from such meetings to the other Trustees. Additionally, some of the volunteers and Trustees have attended environmental food hygiene courses periodically.

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2021

Hospital gift policy, and review of progress and achievements

The charity provides medical and related equipment to, or for, the various wards and departments of the John Radcliffe Hospital, based upon specific requests made by those wards and departments to the Bids Committee of the Charity's Trustees. Successful bids are actioned as soon as possible, depending upon availability of the equipment. Bids that have been agreed, but could not be actioned by the year end date, are noted as outstanding commitments.

The Charity has provided medical and related equipment totalling £80,891, from unrestricted funds, during the year, for which a list is included with these accounts. At 31st March 2021, gifts had been promised to the hospital totalling approximately £NIL, which items were based upon committed bids not yet invoiced or paid for by that date.

The Oxford University Hospital NHS Trust formerly consisted of four major hospitals: Churchill, John Radcliffe, Radcliffe Infirmary and Horton. During a previous year the Radcliffe Infirmary, which had provided health care for more than two centuries, closed and the services were divided between the John Radcliffe and Churchill hospitals; this was in addition to ongoing rationalisation and improvements to the John Radcliffe Hospital itself. It is therefore apparent that our funds may well continue to be called upon to provide additional comforts and equipment to cover a much-expanded hospital providing many new services.

Finances and reserves policy

The attached financial statements show the current state of the finances which the Trustees consider to be sound, although clearly impacted by the coronavirus pandemic.

The balance shown on unrestricted income funds amounted to £41,433. It is the policy of the Charity to maintain unrestricted funds, which are the free reserves of the Charity, at a level which maintains the Charity's capability to respond to any urgent hospital requirements.

Investment policy

Investments are held in short to medium term bank deposit accounts in order to provide flexibility and ease of access. The highest available rate of interest is actively pursued, but this is dependent upon the capital sum available to be invested and the overriding requirement of accessibility. The investment objective is to maintain the purchasing power of the monies until they are required to satisfy the grant making process.

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2021

Risk management

The Trustees have examined the major strategic, business and operational risks which the Charity faces or may face, and confirm that systems are in place to enable regular reports to be produced, so that the necessary steps can be taken to lessen any such risks.

The principal risks faced by the charity are:

- * competition from other on-site providers of similar goods and services, and
- * difficulties in attracting volunteers

The Trustees are aware of these risks and keep the situation under constant review

Statement of Trustees' responsibilities

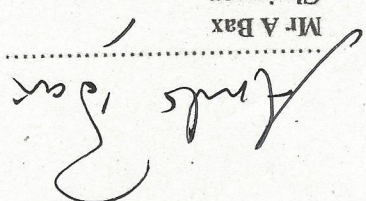
The Trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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 Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- * select suitable accounting policies and then apply them consistently;
- * observe the methods and principles in the applicable Charities SORP;
- * make judgements and estimates that are reasonable and prudent;
- * state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- * prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ascertain the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities SORP. 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.

On behalf of the Committee


Mr A Bax
Chairman

INDEPENDENT EXAMINERS' REPORTTHE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITALFOR THE YEAR ENDED 31ST MARCH 2021

I report on the accounts of the charity for the year ended 31st March 2021, which are set out on pages 3 to 12.

Respective responsibilities of the trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:-

- a) Examine the accounts under Section 145 of the 2011 Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commissioner under Section 145(5)(b) of the 2011 Act; and
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity, and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

King Loose & Co
St John's House
5 South Parade
Summertown
Oxford OX2 7JL

Mrs H C Fanthome FCA

Dated:.....

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2021

	Unrestricted Funds/ Total Funds	2021	2020	
	£	£	£	
Income and Endowments from				
Donations, legacies, etc		862	1,602	
Other trading activities		(38,302)	123,766	
Income from investments – Bank Interest		27	286	
Other income – CJRS (furlough) receipts		17,202	2,211	
Total income and endowments		(20,211)	127,865	
Expenditure on				
Charitable activities				
Gifts to hospital, etc	3	80,891	144,184	
Costs incurred in furtherance of the Charity's activities	4	8,545	17,992	
Total resources expended		89,436	162,176	
Net (expenditure) for the year, being net movement in funds		(109,647)	(34,311)	
Fund balances brought forward		151,080	185,391	
Fund balances carried forward		41,433	151,080	

There were no recognised gains or losses for 2021 or 2020, other than those included in the statement of financial activities.

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

BALANCE SHEET AS AT 31ST MARCH 2021

	2021	2020
	£	£
Current assets		
Stock	2,500	3,750
Debtors	2,736	3,646
Cash at bank and in hand	65,367	181,009
	<u>70,603</u>	<u>188,405</u>
Current liabilities		
Creditors falling due within one year	29,170	37,325
	<u>29,170</u>	<u>37,325</u>
Net current assets	41,433	151,080
Net assets	41,433	151,080
Represented by		
Unrestricted income funds	12	151,080
	<u>41,433</u>	<u>151,080</u>

The foregoing is approved:

Chairman

Treasurer

Trustee

Dated 02-03-2022

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

1. Accounting policies

- (a) **General Information**
These financial statements have been presented in Pound Sterling as this is the currency of the primary economic environment in which the Charity operates.

- (b) **Basis of preparation**
The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes(s) to these accounts. 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 – Charities SORP (FRS 102); the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.
The charity has taken advantage of the exemption to prepare a cash flow statement, as contained in Financial Reporting Standard 1, on the grounds that it is a small charity.

- (c) **Activities**
The financial statements include the results of the charity's operations as described in the trustees' annual report.

- (d) **Revenue recognition**
1. Sale of Goods
Revenue from the sale of goods is recognised when all the following conditions are satisfied:-

- a. The Charity has transferred to the buyer the significant risks and rewards of ownership of the goods;
 - b. The Charity retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
 - c. The amount of revenue can be measured reliably;
 - d. It is probable that the economic benefits associated with the transaction will flow to the Charity; and
 - e. The costs incurred or to be incurred in respect of the transaction can be measured reliably.
- Revenue is therefore recognised when the customer accepts delivery of the product and the product is installed.

- 2. Investment Income**
Investment income is accounted for as receivable, i.e. in the period in which the Charity is entitled to receipt, and the amount of income can be measured reliably.

- 3. Net catering income**
Catering income is reflected at gross takings level, with output value added tax in respect of the year being recorded as a direct cost of sale.

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

1. Accounting policies cont'd

- (e) **Expenditure recognition**
 Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be reliably measured.

Expenditure is included on an accruals basis and has been classified under headings that aggregate all costs related to the category.
 Expenditures directly related to hospital gifts, the Charity's principal activity, are separately identified.

With the exception of hospital gifts made, all other costs are support costs in relation to this same activity.

- (f) **Gifts to Hospital**
 The charity provides medical and related equipment to, or for, the various wards and departments of the John Radcliffe Hospital, based upon specific requests made by those wards and departments to the Bids Committee of the Charity's Trustees. Successful bids are actioned as soon as possible, depending upon availability of the equipment. Bids that have been agreed, but could not be actioned by the year end date, are noted as outstanding commitments.

- (g) **Stocks**
 Stocks are valued, at the lower of cost and net realisable value.

- (h) **Financial Assets – Classified as Basic Financial Instruments**
 i) **Cash and cash equivalents.** Cash and cash equivalents include cash in hand, deposits held with banks, and other short term highly liquid investments with original maturities of three months or less.
 ii) **Trade and other receivables.** Trade and other receivables that are receivable within one year are measured at the undiscounted amount of the cash expected to be received, net of any impairment.
 iii) **Trade and other payables.** Trade and other payables that are payable within one year are measured at the undiscounted amount of the cash expected to be paid.

- (i) **Fund accounting**
 Unrestricted funds comprise those funds which the trustees are free to use in accordance with the objects of the charity, as defined in the constitution.
 All of the charity's assets are currently represented by unrestricted funds.

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

1. Accounting policies cont'd

- (j) **Volunteers**
The value of the enormous contributions made by volunteers is not incorporated into these financial statements.
- (k) **Donated services**
Where services are provided to the charity as a donation that normally would be purchased from suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.
- (l) **Premises Costs**
The premises from which the League operates were previously provided rent free by the hospital. In April 2014, a new premises lease was created between Oxford University Hospitals NHS Trust and the League. Under the terms of this lease, which runs initially to 31st March 2020, a peppercorn rent is chargeable, but the League is committed to donations of not less than £50,000 per year to the Trust, for the benefit of clinical services at the hospital.

The distribution is to be agreed jointly between the committees of the respective parties, and any shortfall in one year is to be made good by the end of the next year.

- (m) **Pension Costs**
The charity operates a defined contribution pension scheme in respect of the salaried employees. The scheme's assets are held by independent managers. The pension charge represents the amounts payable by the charity to the scheme in respect of the year.
- (n) **Going Concern**

The financial statements have been prepared on a going concern basis.

The current economic conditions present increased risks for all businesses. In response to such conditions, the trustees have carefully considered these risks, including an assessment of uncertainty on future trading projection for a period of at least 12 months from the date of signing the financial statements, and the extent to which they might affect the preparation of the financial statements.

In common with similar enterprises, the Covid 19 lockdown at the end of March 2020 hit the League hard. In accordance with government regulations, the Café and Tea Bags were shut. Paid staff were furloughed, and the minimal amount of perishable stocks disposed of prior to the year end. This situation persisted into the 2020/21 year, with the League's operations opening whenever possible, but on a limited basis

As there was no significant effect on the carrying value of the assets, the Trustees have concluded that the going concern basis remains appropriate, but, clearly, the resumption of activities to previous levels remains, at best, uncertain, and is also dependent upon the rent position, about which further details are provided in note 14(c).

The trustees have concluded that the going concern basis remains appropriate.

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

	Unrestricted funds/		Total funds	
	2021	2020	2021	2020
	£	£	£	£
2.	Other Trading Activities			
	Gross takings	102,055	516,902	
	Cost of sales	61,268	297,509	
	Gross profit	40,787	219,393	
	Less: Salaries	(76,835)	(83,675)	
	Laundry	(698)	(1,357)	
	Travel allowances	(649)	(1,301)	
	Equipment etc	(907)	(4,311)	
	Recruitment	-	(4,983)	
	Net catering (deficit)/income	(38,302)	123,766	
3.	Gifts to Hospital etc			
	Annual Tea party/AGM etc	-	1,573	
	Hospital comforts/gifts (note 16)	80,891	137,681	
	Cateteria refurbishment	-	4,930	
	Other Donations	-	-	
		80,891	144,184	
4.	Costs incurred in furtherance of the charity's activities			
	Insurance	-	116	
	Stationery and general expenses	4,051	8,283	
	Independent Examiner's fees	3,282	2,895	
	Stocktakers' and Professional fees	-	352	
	Attend subscription	974	935	
	Website Costs	238	3,911	
	Marketing	-	1,500	
		8,545	17,992	

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

9.

5.	Staff costs	No	2021	No	2020
The average number of employees, analysed by function, was:					
Administration and general assistants					
The analysis of costs is as follows:					
Wages and salary costs					
Social security costs (net of Employer's Allowance)					
Pension contributions					
No employee earned more than £60,000 per annum.					
6.	Pension Costs				
The charity operates a defined contribution pension scheme in respect of the salaried employees. The scheme's assets are held by independent managers. The pension charge represents the amounts payable by the charity to the scheme in respect of the year.					
7.	Trustees remuneration and expenses	None of the Trustees, nor anyone connected with them, received any remuneration from the Charity.			
Occasional, low value, reimbursements are made to the Trustees in respect of expenses incurred on behalf of the Charity.					
8.	Stock	£	2021	£	2020
Stock of goods for resale					
9.	Debtors	£	2021	£	2020
Accrued interest income					
Prepaid expenses					
Other debtors					

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

14.

Contingent liabilities and commitments

- a) In the opinion of the Trustees, there were no contingent liabilities at 31st March 2021.
- b) Regarding commitments, gifts had been promised to the hospital totalling approximately £NIL, at the year end date, which items were based on committed bids but were not yet invoiced or paid for at that date.
- c) In April 2014, a new premises lease was created between Oxford University Hospitals NHS Trust and the League. Under the terms of this lease, which runs initially to 31st March 2020, a peppercorn rent is chargeable, but the League is committed to donations of not less than £50,000 per year to the Trust, for the benefit of clinical services at the hospital.

The distribution is to be agreed jointly between the committees of the respective parties, and any shortfall in one year is to be made good by the end of the next year.

There is no shortfall in relation to the 2020/21 year.

15.

Related party disclosures

There are no related party transactions requiring disclosure.

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

16.	Schedule of gifts to hospital	£
	40 chairs for women's centre	17,132
	Tuition fees contribution – Foundation level communication skills workshops	6,000
	Sonosite Edge II ultrasound system	18,606
	Centraban cream and other Covid19 related items, including general donation	20,446
	Hitachi equipment	14,995
	Computer equipment and other miscellaneous items	3,712
	Total	80,891

THE LEAGUE OF FRIENDS OF THE JOHN RADCLIFFE HOSPITAL

TRADING ACCOUNT & INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2021

	2021	2020
Trading account	£	£
Income:		
Cafeteria	96,368	392,642
Tea bar	5,687	124,260
	<u>102,055</u>	<u>516,902</u>
Cost of sales:		
Stock of goods at start of year	3,750	5,148
Purchases	47,803	244,051
Less: Stock of goods at end of year	(2,500)	(3,750)
Value added tax on takings	12,215	52,060
	<u>61,268</u>	<u>297,509</u>
Gross profit	<u>40,787</u>	<u>219,393</u>
Other income and expenditure		
Other income:		
Bank interest income	27	286
Donations	862	1,602
CJRS (furlough) money	17,202	2,211
	<u>18,091</u>	<u>4,099</u>
Less overheads:		
Salaries and Pension Costs	76,835	83,675
"Attend" subscription	974	935
Laundry	698	1,357
Administration (incl. repairs and stationery)	2,529	4,547
Travelling allowances	649	1,301
Equipment purchases and maintenance	907	4,311
Insurances	-	116
Annual Tea, New Year and AGM parties etc	-	1,573
Sundry expenses (incl. bank charges)	1,522	3,736
Independent Examiners costs	3,282	2,895
Stocktaker's and professional fees	-	352
Gifts to hospital (note 16)	80,891	137,681
Other donations	-	-
Cafeteria refurbishment	-	4,930
Website costs	238	3,911
Recruitment	-	4,983
Marketing	-	1,500
	<u>168,525</u>	<u>257,803</u>
(Deficit) for the year	<u>(109,647)</u>	<u>(34,311)</u>