

**FRIENDS OF EAST SURREY HOSPITAL**  
**ANNUAL REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

# **FRIENDS OF EAST SURREY HOSPITAL**

## **INDEX**

SIGNIFICANT INFORMATION.....	2
REPORT OF THE TRUSTEES.....	3-6
INDEPENDENT EXAMINERS REPORT.....	7
STATEMENT OF FINANCIAL ACTIVITIES.....	8
BALANCE SHEET.....	9
NOTES TO THE ACCOUNTS.....	10-13

# **FRIENDS OF EAST SURREY HOSPITAL**

## **SIGNIFICANT INFORMATION**

**Registered Charity Number 287535**

### **Trustees**

Under their Constitution the activities of the Friends are coordinated by a Committee of Trustees whose powers and responsibilities are defined in the Governing Document. The Trustees also decide on the general policy to be adopted in the pursuance of the objectives of the Friends. The Committee of Trustees during the financial year being reported on is set out below.

### **COMMITTEE OF TRUSTEES 2020**

Mr Richard Burford	Chairman
Mr Stephen Otterburn	Hon. Treasurer
Mrs Lindsay Reyniers	Hon. Secretary
Mr Bob Cherry	
Mr Roy Davies	
Mrs Margaret Lydon	
Mrs Jackie Redman	
Mrs Jo Sadler	
Mrs Tarn Shannon	
Mrs Sue Woodall	
Mrs Sue Brankin	

The Chief Executive of East Surrey Healthcare NHS Trust also attends meetings by invitation.

### **Principal Address:**

East Surrey Hospital  
Canada Avenue  
Redhill, Surrey RH1 5RH

### **Solicitors:**

TWM  
Chatham Court, Lesbourne Road  
Reigate, Surrey RH2 7FN

### **Bankers:**

National Westminster Bank  
39 High Street  
Redhill, Surrey RH1 1QN

### **Independent Examiner:**

David Wheeler FCCA  
Braidwood Wheeler and Co.  
Chartered Certified Accountants  
Goodman House  
13a West Street  
Reigate, Surrey RH2 9BL

# **FRIENDS OF EAST SURREY HOSPITAL**

## **REPORT OF THE TRUSTEES**

The Trustees present their report and the financial statements for the year ended 31<sup>st</sup> December 2020 under the Charities Act 2011 and confirm that they comply with their constitution and the Charities SORP applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK (FRS102).

### **STRUCTURE GOVERNANCE AND MANAGEMENT**

#### **Registration**

The Friends of East Surrey Hospital are registered under the Charities Act 1960 and are affiliated to the National Association of Leagues of Hospital Friends, now known as "Attend". Their registered Charity number is 287535.

#### **Governing Document**

The Friends are governed by a written constitution which sets out the rules and objectives under which they may operate. This was adopted in March 1983 and approved by the Charity Commissioners in July 1983. There have been four amendments which have been notified to and approved by the Charity Commissioners.

#### **Governing Body**

Trustees are elected at the Friends' Annual General Meeting. Careful consideration is given to the appointment of Trustees and individuals are approached where there is a need for a particular skill. All areas of responsibility are adequately covered by the existing Committee of Trustees.

#### **Election and training of Trustees**

There are eleven Trustees of the Charity, all of whom are elected by the membership of the Friends. The ballot takes place at the Charity's Annual General Meeting, which is held in September each year. Trustees are well briefed about the procedures and policies of the Friends of East Surrey Hospital. Additionally, each Trustee is issued with a copy of the booklet "The essential trustee: what you need to know, what you need to do" CC3, published by the Charity Commission, to provide a source of permanent reference. Trustees are also encouraged to attend external training courses, where this is considered appropriate.

#### **Organisational Management**

The Trustees, who meet six times per year, are legally responsible for the overall management and control of the Friends of the East Surrey Hospital. The Trustees determine the strategic policy of the Friends and regularly review its operations. All of the Trustees, except the Chairman and Mr Roy

## **FRIENDS OF EAST SURREY HOSPITAL**

Davies, work in the Friends' Coffee Shop, which is managed by two of the Trustees.

## **FRIENDS OF EAST SURREY HOSPITAL**

### **REPORT OF THE TRUSTEES (continued)**

#### **Risk Management**

The Trustees are responsible for the risk faced by Friends, their Members and Shop Helpers. Risks are identified, assessed and controls applied throughout the year. The Trustees regularly carry out a review of the Risk Analysis of the Friends' activities, so that preventative measures can be taken to minimise any area of risk to the Charity's customers or to the Shop Helpers that are identified in this review.

#### **CHARITABLE OBJECTS, AIMS AND OBJECTIVES**

##### **Objects**

The Friends' are governed by a written constitution, which sets out the rules and objectives under which they may operate. Its charitable objectives are to supplement the service provided by East Surrey Hospital with monetary grants for the benefit of patients, staff and visitors.

##### **Aims**

The Friends' aim is to assist in promoting the health, comfort and welfare of the patients, their visitors and the staff of the East Surrey Hospital, by the provision of equipment, medical and otherwise, and amenities, by running a Coffee Shop in the Hospital and generally by supporting the charitable work of the Hospital.

##### **Objectives and activities for the public benefit**

The Trustees' objectives for the year were: -

- (i) Fundraising to enable the purchase of equipment and amenities for the Hospital
- (ii) To ensure the smooth running of the Charity's Coffee Shop, in order to provide an efficient service to the Hospital's community making available refreshments, reading matter and other useful items; to raise funds to support the Hospital.
- (iii) To recruit sufficient volunteers, in order to ensure that the Friends' Shop is adequately staffed during their opening times
- (iv) To continue to support the charitable work of the Hospital

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Trust's aims and objectives, and in planning future activities.

##### **Powers**

Under the terms of the governing document, any monies and property of the Friends' not immediately required for the purposes of the Friends' may be held or vested in such persons as the Committee may from time to time determine.

## **FRIENDS OF EAST SURREY HOSPITAL**

### **Grant making policy**

The Trustees consider the approval of grants at their Committee Meetings following the receipt of their application form, countersigned by the duly appointed Hospital executives, in respect of submissions to the Charity. Grants are made to further the aims of the Friends' to purchase equipment and amenities. The Friends' do not support staffing costs or maintenance costs of equipment and amenities for the Hospital.

## **FRIENDS OF EAST SURREY HOSPITAL**

### **REPORT OF THE TRUSTEES (continued)**

#### **Volunteers**

The Trustees of the Friends' are extremely grateful to the Charity's Shop Helpers and Volunteers for their unstinting efforts. They give freely of their time in support of our objectives and are involved in a wide sphere of activities in operating the shop, fundraising and administration. To calculate a monetary value of their activities would not be practical.

### **REVIEW OF ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR**

#### **Organisational performance**

Following the coronavirus outbreak and the restrictions which were imposed by the Government, the trustees had to close the shop. The stock and equipment was taken over by the hospital and the space used for the distribution of personal protective equipment (PPE). This resulted in a reduction in trading surplus for the shop of £21,149 compared to a trading one of £131,798 in 2019.

### **FINANCIAL REVIEW AND RESULTS FOR THE YEAR**

Income for the year totalled £198,180 (2019: £145,287) including £21,149 (2019: £131,798) from running the shop, donations of £9,471 (2019: £13,256) and legacies of £167,456. Grants to the hospital totalled £81,816 (2019: £152,166). The total results for the year were surplus of £112,616 (2019: deficit of £15,978).

The reserves to carry forward are £277,983 (2019: £165,367). They will be used to fund further needs of the hospital, its staff and patients as required.

### **SIGNIFICANT GRANTS MADE TO THE HOSPITAL IN 2020**

Bladder scanner -  
Birthing simulator -  
Hoverjack -  
Icare Tonometers -  
Refurbishment to the discharge lounge -  
Paving for the cardiac courtyard garden-  
Heart monitors -

### **RESERVES POLICY**

#### **General reserves**

Reserves are built up in order to purchase expensive items of equipment every few years.



## **FRIENDS OF EAST SURREY HOSPITAL**

### **Bank and Cash Reserves**

As recommended by guidance from the Charity Commission, a cash balance is maintained in the Friends' current bank account to cover the necessity for making alternative arrangements, in the event of any current supplier failing to continue providing an existing service.

## **FRIENDS OF EAST SURREY HOSPITAL**

### **REPORT OF THE TRUSTEES (continued)**

#### **FUTURE PLANS**

The Charity relies entirely on voluntary help for its success and hopes to reopen the shop in the not too distant future.

#### **INDEPENDENT EXAMINER**

A proposal for the reappointment of the independent examiner, Braidwood Wheeler & Co., who are willing to continue in office, will be proposed at the Friends' Annual General Meeting.

#### **TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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 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 that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

**Approved by the Trustees on ..... and signed on their behalf by**

**FRIENDS OF EAST SURREY HOSPITAL**

**R.A Burford (Chairman)**

## **FRIENDS OF EAST SURREY HOSPITAL**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**

#### **FRIENDS OF EAST SURREY HOSPITAL**

I report to the charity trustees on my examination of the accounts of Friends of East Surrey Hospital for the year ended 31<sup>st</sup> December 2020.

#### **Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust 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.

David Wheeler FCCA - Independent Examiner

Braidwood Wheeler & Co.  
Chartered Certified Accountants  
Goodman House  
13a West Street  
Reigate  
Surrey RH2 9BL

**FRIENDS OF EAST SURREY HOSPITAL**

Date: .....

**FRIENDS OF EAST SURREY HOSPITAL**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE**  
**YEAR ENDED 31 DECEMBER 2020**

	<b><u>Notes</u></b>	<b><u>2020</u></b> £	<b><u>2019</u></b> £
<b><u>GENERAL FUND</u></b>			
<b>INCOME</b>			
Donations and legacies	2	176,926	13,256
Trading activities: shops	3	21,149	131,798
Investment income	4	105	233
		<hr/>	<hr/>
<b>Total income</b>		198,180	145,287
<b>EXPENDITURE</b>			
Charitable expenditure	5	81,816	152,166
Management and administration	6	2,248	7,608
Governance	7	1,500	1,491
		<hr/>	<hr/>
<b>Total expenditure for the year</b>		85,564	161,265
		<hr/>	<hr/>
<b>Net movement in funds</b>		112,616	(15,978)
<b>RECONCILIATION OF FUNDS</b>			
<b>GENERAL FUND brought forward</b>		165,367	181,345
		<hr/>	<hr/>
<b>GENERAL FUND carried forward</b>		277,983	£165,367
		<hr/>	<hr/>

The notes on pages 10 to 12 form an integral part of these Accounts

**FRIENDS OF EAST SURREY HOSPITAL**  
**BALANCE SHEET AS AT 31 DECEMBER 2020**

	<b><u>Notes</u></b>	<b><u>2020</u></b> £	<b><u>2019</u></b> £
<b>CURRENT ASSETS</b>			
Stocks		416	9,250
Debtors	8	322	3,035
		278,80	177,88
Cash at bank	9	0	1
		<u>279,53</u>	<u>190,16</u>
<b>TOTAL CURRENT ASSETS</b>		8	6
<b>CURRENT LIABILITIES</b>			
<b>Creditors:</b> amounts falling due within one year	10	<u>1,555</u>	<u>24,799</u>
		277,98	165,36
<b>NET CURRENT ASSETS</b>		3	7
		<u>277,98</u>	<u>£165,3</u>
<b>NET ASSETS</b>		3	67
<b>REPRESENTED BY:</b>			
<b>General fund - unrestricted</b>		<u>£277,9</u> <u>83</u>	<u>£165,3</u> <u>67</u>

**Approved by the Trustees on ..... and signed on their behalf by:**

..... (Trustee)  
**R.A. Burford**

..... (Trustee)  
**S. Otterburn**

The notes on pages 10 to 12 form an integral part of these Accounts

# **FRIENDS OF EAST SURREY HOSPITAL**

## **NOTES TO THE ACCOUNTS FOR THE**

### **YEAR ENDED 31 DECEMBER 2020**

#### **1. ACCOUNTING POLICIES**

##### **Basis of Accounting**

The accounts 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) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

##### **Income**

Subscriptions, donations and legacies are accounted for when received by the charity. Other income is accounted for on an accruals basis as far as it is prudent to do so.

Income includes income tax recoverable.

##### **Gifts in Kind**

The Charity receives the benefit of work carried out by volunteers.

##### **Stock**

Stock is counted at the year end at selling price. This is adjusted to cost by deducting the average profit margin.

##### **Taxation**

As a registered charity, the association is exempt from income tax and capital gains tax but not from VAT.

#### **2.**

##### **Donations & Legacies**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Donations	9,471	13,256
Legacies	167,455	0
	<u>176,926</u>	<u>13,256</u>



**FRIENDS OF EAST SURREY HOSPITAL**

# FRIENDS OF EAST SURREY HOSPITAL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

	<u>2020</u>	<u>2019</u>
	£	£
<b>3. NET INCOME OF TRADING ACTIVITIES</b>		
<b><u>Shop</u></b>		
Turnover	81,790	357,824
Cost of sales		
purchases	57,828	214,222
repairs and cleaning	<u>82</u>	<u>603</u>
	(57,910)	(214,825)
Gross profit	23,880	142,999
Administrative expenses	(2,422)	(9,931)
Bank charges	(309)	(1,270)
Operating profit	<u>21,149</u>	<u>131,798</u>
	<u><b>2020</b></u>	<u><b>2019</b></u>
	£	£
<b>4. INVESTMENT INCOME</b>		
Interest received	105	233
<b>5. DIRECT CHARITABLE EXPENDITURE</b>		
During the period, the cost of items reimbursed and due to the hospital for equipment and other items totalled £81,816 (2019: £152,166).		
<b>6. MANAGEMENT AND ADMINISTRATION OF THE CHARITY</b>		
	<u><b>2020</b></u>	<u><b>2019</b></u>
	£	£
Insurance, printing, book-keeping and general admin	<u>2,248</u>	<u>7,608</u>
<b>7. GOVERNANCE COSTS</b>		
	<u><b>2020</b></u>	<u><b>2019</b></u>
	£	£
Independent examiner's fee	1,500	1,400
AGM costs	<u>          </u>	91
		17

## FRIENDS OF EAST SURREY HOSPITAL

1,500	1,491
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### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

	<u>2020</u>	<u>2019</u>
	£	£
<b>8. DEBTORS</b>		
Gift aid recoverable	250	250
VAT recoverable	72	
Accrued shop income		2,785
	322	3,035
<b>9. CASH AT BANK</b>		
	55,00	
Bank current account	0	55,000
	222,5	121,63
Bank deposit account	48	0
Cash in hand	1,252	1,251
	278,8 00	177,88 1
<b>10. CREDITORS: amounts falling due within one year</b>		
Trade creditors	105	4,519
VAT	-	18,880
Other creditors and accruals	1,450	1,400
	1,555	24,799

### **11. FUTURE COMMITMENTS**

The Friends regularly appraise the requests for capital equipment and other expenditure from the Hospital and the total committed to but not yet invoiced is £.....

### **12. VOLUNTEERS**

The Volunteers provide their time freely in support of the charity. It is impractical to provide an estimate of the value of the service that they provide to the charity.

Travel, parking and other expenses of £1,400 were reimbursed to the volunteers during the year (2019: £7,937).

### **13. TRUSTEES EXPENSES**

## **FRIENDS OF EAST SURREY HOSPITAL**

During the year the trustees claimed a total of £942 (2019: £1,252) for expenses incurred by them on behalf of the charity.

### **14. RELATED PARTY TRANSACTIONS**

There are no related party transactions that require disclosure. \_

**14. IMPACT OF CORONAVIRUS OUTBREAK**

Following the coronavirus outbreak in early 2020, the trustees followed the advice of the UK Government and closed the shop to visitors in March 2020. It will remain closed for the foreseeable future.

This action has had a significant impact on the income that the charity receives, and consequently the grants that it is able to make for the benefit of the hospital.

The charity holds a significant balance in funds at the bank and it is the view of the trustees that it is able to continue as a going concern.