

**FRIENDS OF BELFAST HOSPITAL SCHOOL
FINANCIAL STATEMENTS
31 OCTOBER 2017**

Charity Number NIC100358

FRIENDS OF BELFAST HOSPITAL SCHOOL

FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2017

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MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name Friends of Belfast Hospital School

Charity number NIC100358

Principal office Wescourt Centre
TOPS Project
8-30 Barrack Street
Belfast
BT12 4AH

Trustees Miss Kathleen Boyle
Mrs Michele Godfrey
Dr Madeleine Rooney

Independent examiner J Quinn of J Quinn & Company
Certified Public Accountants
44 Glen Road
Belfast BT11 8BG

Bankers Danske Bank Limited
PO Box 183
Donegall Square West
Belfast
BT1 6JS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 OCTOBER 2017

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 October 2017.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of the members of the board and professional advisers on page 1 of the financial statements.

THE TRUSTEES

The trustees who served the charity during the period were as follows:

Miss Kathleen Boyle
Mrs Michele Godfrey
Dr Madeleine Rooney

STRUCTURE, GOVERNANCE AND MANAGEMENT

The hospital school was registered on 1st November 2014 as a charity and legally constituted as a Trust. The charity is managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity. Trustees must also hold at least 3 meetings each year, and at least 3 trustees must be present to be able to take decisions.

In order to carry out the charitable purposes, the trustees have the power to:

1. Raise funds, receive grants and donations
2. Apply funds to carry out the work of the charity
3. Co-operate with and support other charities with similar purposes
4. Do anything, which is lawful and necessary to achieve the purposes.

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 3 years and may be renewed. The trustees will keep an up-to-date membership list. The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda and minutes must be kept of the AGM. There must be at least 4 members present at the AGM and every member has a vote. The trustees shall present the annual report and accounts, and any member may stand for election as a trustee. Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 OCTOBER 2017

OBJECTIVES AND ACTIVITIES

The purpose of the charity is to provide activities which will enhance the educational experience for children aged 4-18 with medical or mental health conditions, who are in hospital, who are being taught in the community and who are attending the TOPS Project. Funds raised through the charity will be used for activities, which will help in the development of the child holistically, that are not funded by the Department of Education.

Examples of such activities include: -

- Programmes in arts – poetry, music, clay modelling
- Supporting pupils who need additional support and guidance, even after they have left hospital.
- Physical programmes such as outward bound activities, particularly for those young people who are suffering anxiety based school refusal – securing funds for children to attend activities programmes and excursions.
- Training programmes for staff

The school is based in the Royal Belfast Hospital for Sick Children and the TOPS Project, Westcourt Centre.

ACHIEVEMENTS AND PERFORMANCE

Monies raised through Friends of Belfast Hospital School has enabled the school to offer a broad and varied curriculum and an excellent extracurricular programme for our students. As well as the ongoing programmes from the previous year, funding from the Barbour Trust and ERAMUS programme meant that we have been able to continue our offer of music therapy to children who are long term in hospital, maintain the school minibus to facilitate school trips and maintain a first-rate ICT suite to help the young people complete their studies.

We have been able to continue our curriculum offer for our young people with mental health issues, delivering accredited courses in horticulture and hospitality and have been able to purchase the necessary resources to do so. The young people achieved very good results in both qualifications.

Team Build Ireland and Young Enterprise have provided excellent opportunities for our students to develop coping strategies and build their confidence and self-esteem. Our Evening of Celebration provided the ideal opportunity to showcase their achievements.

We have been able to supply additional programmes, including Science/Horticulture Club, excursions and a variety of speakers for topics as varied as, coping with exam stress, managing day-to-day living and careers – all helping to develop employability skills for our students and enabling them to be able to move on to the next stage of their education/career.

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 OCTOBER 2017

FINANCIAL REVIEW

The school received total donations of £13,339 (2016: £42,639) for the year from which there was surplus of £13,403 (2016: £15,626). Reserves at 31st October 2017 totalled £2,223 (2016: £93,288).

PLANS FOR FUTURE PERIODS

In 2017-2018 we hope to continue to provide the wide range of extra curricular activities in the school, including developing a partnership with Team Build Ireland, which will enable our young people at the TOPS Project to develop team building skills, confidence, self-esteem and improved mental health. We hope to offer our students in the community the chance to join in some activities, excursions and an opportunity to meet other young people. All programmes sourced will enable our young people to transition smoothly back into mainstream school, further education or training.

BENEFICIARIES

We are very grateful to the Barbour Trust for their Donation of £7,500, which allowed us to maintain our minibus and ICT suite and help pay for the necessary resources for hospitality and horticulture courses for our students.

We would also like to thank Steensons Jewellers, Belfast for their donation of £999.32, which will be used to purchase programmes to increase self-esteem and confidence for young people in the TOPS Project.

We would also like to thank James Baker for his donation of £369.30, which will be used to purchase arts and crafts resources and activities for children in hospital and at the TOPS Project.

We are very grateful to those parents who have fundraised or contributed to the fund.

INDEPENDENT EXAMINER

J Quinn on behalf of J Quinn & Company has been appointed independent examiner.

2nd Floor Old Building
180 Falls Road
Belfast
BT12 6BE

Signed on behalf of the trustees

Miss Kathleen Boyle
Director

5th June 2018

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE
FRIENDS OF BELFAST HOSPITAL SCHOOL
YEAR ENDED 31 OCTOBER 2017**

I report on the accounts of the charity for the year ended 31 October 2017, which are set out on pages 6 to 10.

RESPECTIVE RESPONSIBILITIES OF 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 and that an independent examination is needed.

It is my responsibility to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS STATEMENT

My 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 disclosure 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 EXAMINERS 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 27 of the Charities Act (northern Ireland) 1964; and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of that Act

Have not been met; or

(2) To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

J Quinn of J Quinn & Company
Independent examiner

44 Glen Road
Belfast, BT11 8BG

**STATEMENT OF FINANCIAL
ACTIVITIES**

**YEAR ENDED 31 OCTOBER
2016**

	Note	Total Funds 2017 £	Total Funds 2016 £
INCOME AND ENDOWMENTS			
Donations and Legacies	2	<u>13,339</u>	<u>42,639</u>
TOTAL INCOME		<u>13,339</u>	<u>42,639</u>
EXPENDITURE			
Expenditure on charitable activities	3,4	<u>26,742</u>	<u>-27,013</u>
TOTAL EXPENDITURE		<u>26,742</u>	<u>-27,013</u>
NET INCOMING RESOURCES FOR THE YEAR	5	-13,403	15,626
RECONCILIATION OF FUNDS			
Total funds brought forward		<u>88,739</u>	<u>77,662</u>
TOTAL FUNDS CARRIED FORWARD		<u>75,336</u>	<u>93,288</u>

The Statement of financial activities include all gains and losses in the year.

All above amounts relate to
continuing activities.

FRIENDS OF BELFAST HOSPITAL SCHOOLPage
7**BALANCE SHEET****31st OCTOBER 2017**

		£	2017 £	2016 £
	Note			
FIXED ASSETS				
Tangible assets	7		21641	27,418
CURRENT ASSETS				
Cash at bank		53945		65,870
CREDITORS: Amounts falling due within one year	8	<u>-250</u>		<u>0</u>
NET CURRENT ASSETS			<u>53695</u>	<u>65,870</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>75336</u>	<u>93,288</u>
NET ASSETS			<u>75336</u>	<u>93,288</u>
FUNDS OF THE CHARITY				
Unrestricted income funds	9		<u>75,336</u>	<u>93,288</u>
TOTAL CHARITY FUNDS			<u>75,336</u>	<u>93,288</u>

These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These financial statements were approved by the members of the committee and authorised for issue on the 5th June 2018 and are signed on their behalf by:

Miss K Boyle
Director

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST OCTOBER 2017

**1. ACCOUNTING
POLICIES**

**Basis of
accounting**

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets and investments measured at market value. The financial statements have been prepared in accordance with the Financial Reporting standard for Small Entities (effective January 2015), and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2015) (SORP 2015).

**Fixed
Assets**

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer equipment - 25% Straight line
Motor vehicles - 20% Straight line

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Donations				
Donations	13339	13339	<u>42,639</u>	<u>42,639</u>

3. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Charitable activity	26364	26364	26,871	26,871
Support costs	<u>378</u>	<u>378</u>	<u>142</u>	<u>142</u>
	26742	26742	<u>27,013</u>	<u>27,013</u>

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st OCTOBER 2017

4. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities Undertaken Directly £	Total Funds 2017 £	Total Funds 2016 £
Charitable activity	26,364	26364	26,871
Governance costs	<u>378</u>	<u>378</u>	<u>142</u>
	26,742	<u>26742</u>	<u>27,013</u>

5. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:	2017	2016
	£	£
Depreciation	<u>5,777</u>	<u>9,971</u>

6. STAFF COSTS AND EMOLUMENTS

No salaries or wages have been paid to employees, including the members of the committee, during the year.

7. TANGIBLE FIXED ASSETS

	Computer Equipment £	Motor Vehicle £	Total £
COST	<u>11673</u>	<u>35265</u>	<u>46938</u>
At 1 November 2016 and 31 October 2017			
DEPRECIATION			
At 1 November 2016	5814	13706	19520
Charge for the year	<u>1465</u>	<u>4312</u>	<u>5777</u>
At 31 October 2017	<u>7279</u>	<u>18018</u>	<u>25297</u>
NET BOOK VALUE			
At 31 October 2017	<u>4394</u>	<u>17247</u>	<u>21641</u>

At 31 October 2016	<u>5859</u>	<u>21559</u>	<u>27418</u>
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8. CREDITORS: Amounts falling due within one year

	2017	2016
Accruals and deferred income	<u>250</u>	<u>0</u>

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st
OCTOBER 2017

9. UNRESTRICTED INCOME FUNDS

Balance at				Balance at
	01-Nov-16	Income	Expenditure	31-Oct-17
£		£	£	£
General Funds	93,288	13,339	-26,742	
Prior year adjustment	<u>0</u>	<u>0</u>	<u>-4,549</u>	
	<u>93,288</u>	<u>13,339</u>	<u>-31,291</u>	<u>75,336</u>

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed assets £	Net Currents Assets £	Total £
Unrestricted Income Funds	<u>21,641</u>	<u>53,945</u>	<u>75,586</u>
Total Funds	<u>21,641</u>	<u>53,945</u>	<u>75,586</u>

The following pages do not form part of the statutory financial statements which are the subject of the independent examiner's report on page 5.

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SCHOOL**

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**DETAILED STATEMENT OF
FINANCIAL ACTIVITIES**

**YEAR ENDED 31 October
2017**

	2017	2016
£		£
INCOMING RESOURCES		
DONATIONS AND LEGACIES		
Donations	<u>13,339</u>	<u>42,639</u>
TOTAL INCOME	<u>13,339</u>	<u>42,639</u>
EXPENDITURE		
CHARITABLE ACTIVITIES		
Establishment - Light & heat	0	1,139
Establishment - Repairs & Maintenance	0	375
Motor vehicle expenses	2016	1,360
Motor and Travel costs - other	0	8,382
Professional - Legal fees	0	70
Legal & Professional - other	0	2,374
Office expenses - other	0	2,724
Depreciation	5,777	9,971
Gifts for volunteers	0	122
Computer Equipment	0	63
Print, postage and stationary	0	46
Advertising	0	245
CAS Conference	43	0
TOPS - Trips/Workshops	3,347	0
Erasmus Visit - Expenses	8,544	0
Trophies	396	0
School courses/classes	5,885	0
School Magazine/advertising	272	0
Twinkle subscription	57	0
General Expenses	<u>27</u>	<u>0</u>

	26364	26,871
GOVERNANCE COSTS		
Professional Fees	250	0
Bank charges	<u>125</u>	<u>142</u>
	<u>375</u>	<u>142</u>
TOTAL EXPENDITURE	<u>26,742</u>	<u>27,013</u>
NET INCOMING RESOURCES FOR THE YEAR	<u>-13,403</u>	<u>15,626</u>

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 October 2017

CHARITABLE ACTIVITIES

Charitable activity

Activities undertaken directly

Establishment - Light & heat	0	1,139
Establishment - Repairs & Maintenance	0	375
Motor vehicle expenses	2016	1,360
Motor and Travel costs - other	0	8,382
Professional - Legal fees	0	70
Legal & Professional - other	0	2,374
Office expenses - other	0	2,724
Depreciation	5,777	9,971
Gifts for volunteers	0	122
Computer Equipment	0	63
Print, postage and stationary	0	46
Advertising	<u>0</u>	<u>245</u>
	<u>7793</u>	<u>26,871</u>