

**Southend Hospital Charitable Foundation**

**Charity No. 1073031**

**Company No. 3622762**

**Annual Reports and Accounts**

**For year ending 30 September 2010**



**Directors:**

Colin George (Chairman)  
Phillip Miller MBE (Treasurer and Company Secretary)  
Michael Thwaites (Deputy Chairman)  
Harry Adams – resigned 15<sup>th</sup> September 2009  
Ian Beatwell – resigned 15<sup>th</sup> September 2009  
Rita Bosch  
David Bright MBE – resigned 15<sup>th</sup> September 2009  
Karen Ferreira  
Roger Froment  
Nigel Gayner  
Michael Guy – resigned 15<sup>th</sup> September 2009  
John Harland  
Hayley Hill – resigned 15<sup>th</sup> September 2009  
Gary Hodson  
Peter Holmes  
Ann Jackson  
Ted Lewin  
Paul Newman – resigned 15<sup>th</sup> September 2009  
Dr Mohamed Pasha MBE  
Malachy O'Sullivan  
Rob Tinlin

**Bankers.**

Barclays Bank plc  
Southend on Sea Branch  
174 High Street  
Southend on Sea  
SS1 1JS

**Registered Office:**

Southend University Hospital  
Prittlewell Chase  
Westcliff on Sea  
Essex  
SS0 0RY

**Independent Auditors:**

NSO Associates LLP  
Chartered Certified Accountants  
75 Springfield Road  
Chelmsford  
Essex  
CM2 6JB

## ***SOUTHEND HOSPITAL CHARITABLE FOUNDATION ANNUAL REPORT FOR YEAR ENDED 30 SEPTEMBER 2010***

### **STRUCTURE, GOVERNANCE & MANAGEMENT**

The Trustees, who are also appointed directors of the charity for the purposes of S 417 of Companies Act 2006, submit their annual report and the financial statements for the year ended 30 September 2010

#### **Legal Status**

The Southend Hospital Foundation is a charity registered with the Charities Commission (charity number 1073031), and is also a company limited by guarantee (company number 3622762)

#### **Organisation**

The charity is managed by a Board of Trustees who are a group of well known local people who give up their time to raise much needed funds that will be used for the benefit of hospital patients and their families. New members are recommended to the board by existing trustees and are then appointed subject to the unanimous approval of the Board. The appointment then becomes effective from the next Trustees' meeting. The names of the individuals who acted as Trustees during the year appear on page 1.

The charity does not employ any staff.

#### **Risk Management**

The trustees have considered the major risks to which the Charity is exposed and has put measures in place to mitigate these risks. These include:

- Division of duties between those receiving donations and those reporting income
- A public liability insurance policy is in place to cover charity fundraising events
- Regular reporting to the Board of trustees including details of income and expenditure
- Grants cannot be made without the approval of the Board and joint signatures by appropriate Trustees

### **OBJECTIVES, ACTIVITIES AND PUBLIC BENEFIT**

The objects of the charity are to provide patients, their relatives and hospital staff, with equipment, facilities and amenities that might not otherwise be provided in the normal course of running the hospital. The Foundation trustees meet these objectives by initiating and sustaining fundraising events and appeals designed to raise significant amounts of money for carefully chosen projects, which have received board approval.

#### **Public Benefit**

The trustees are aware of their duty under S 4 of the Charities Act 2006 to have due regard to the Public Benefit Guidance published by the Charity Commission. As such, the Trustees ensure that the grants and activities of the Charity are for public benefit. The projects supported benefit patients, visitors and staff using Southend Hospital.

### **Grant Policy**

Funds raised by the Foundation are donated to Southend University Hospital NHS Foundation Trust Charity by way of grants up to the level which the Foundation trustees have committed to raise for each appeal. Southend Hospital Charity (the corporate charity for Southend University Hospital NHS Foundation Trust) then applies the grant to the chosen project.

Any surplus funds raised are retained in the appropriate restricted fund for the purpose of providing related equipment as and when requested by the Hospital and approved by the Foundation Trustees.

### **Reserves Policy**

All the funds raised by the charity are granted to Southend University Hospital NHS Foundation Trust for the benefit of projects agreed at the start of the fundraising cycle. Funds are maintained in a high interest deposit until the project reaches an appropriate stage for payment to be made.

No unrestricted funds are held as a reserve as the Charity does not have any significant committed running costs.

### **ACHIEVEMENTS & PERFORMANCE**

During the year, the Charitable Foundation continued fundraising for its current appeal, the Bosom Pals Appeal.

The Charitable Foundation launched the Bosom Pals appeal in May 2009. The appeal is aiming to raise £750,000 to improve screening services at the Breast Unit at Southend Hospital, which include:

- The purchase of two state-of-the-art digital mammography machines and associated IT equipment – due to improved image quality the digital images help the radiologists to see detailed images of breast tissue which can be manipulated in 3-D to focus on specific areas and also gives better screening for denser breast tissue, such as younger women.
- The purchase of a Digital Faxitron – this is a state-of-the-art X-Ray machine that is a small stand-alone unit and allows x-ray of the small pieces of breast tissue, independent of the mammography procedure.
- The purchase of a Digital Biopsy Machine – this is an attachment to the mammography machine and plays an essential part in the further assessment of very small lesions or areas of calcification, allowing exact localisation of these areas for biopsy or for insertion of guidewires prior to operation.
- The purchase of a MRI Breast Coil – purchasing an additional coil to allow radiographers to perform more breast MRI scans and reduce waiting times.
- Breast Care Enhancements – refurbishment of the breast care counselling rooms and main waiting area in order to reduce stress and anxiety, and to achieve a comforting and reassuring environment, art, lighting and soft music will be introduced.

The appeal has raised £354,559 since its launch to the end of this financial year. Of this, £27,820 has been spent on fundraising events since the launch of the appeal and £34,322 has been awarded as a grant to Southend University Hospital NHS Foundation Trust Charity.

All grants were paid to funds, under the umbrella of Southend Hospital Charity, that support these specific areas of the Hospital.

### **Income**

During the year the Foundation's income amounted to £278,261 (2009 £210,821). This includes £6,949 (2009 £4,541) tax claimed as a result of donors completing "Gift Aid" forms when they made their donations.

Our thanks go to all those individuals, organisations, clubs and companies whose hard work and commitment has helped us to reach and exceed our targets

### **Expenditure**

In addition to the grants made to Southend University Hospital, further expenditure of £20,709 (2009 £39,495) was incurred during 2009/10. This included £19,907 (2009 £38,753) spent on fundraising and publicity initiatives

### **DIRECTORS' INTERESTS**

The company is limited by guarantee so has no shareholders. None of the directors has any beneficial interest in the company

### **By order of the Trustees**



Signed C George

Date 15/3/11

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SOUTHEND HOSPITAL CHARITABLE FOUNDATION**

We have audited the financial statements of Southend Hospital Charitable Foundation for the year ended 30 September 2010 on pages 5 to 12. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members 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 and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' Responsibilities set out on page 6, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements.

### **Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the charity's affairs as at 30 September 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other requirement of the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the charity has not kept adequate accounting records, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or

- we have not received all the information and explanations we require for our audit

NSO Associates LLP

**Elaine Anne Oddie**

Senior Statutory Auditor

**NSO Associates LLP**

Chartered Certified Accountants and Registered Auditors

75 Springfield Road

Chelmsford

Essex CM2 6JB

Date 28 March 2011

# **ANNUAL ACCOUNTS**

## **Year Ended 30 September 2010**



## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The charity's trustees are responsible for preparing the Annual Report and financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law 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 its financial activities for that period. In preparing those financial statements, the trustees are required to

- a) select suitable accounting policies and apply them consistently,
- b) Observe the methods and principles in the Charities SORP
- c) make judgments and estimates that are reasonable and prudent,
- d) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements,
- e) 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 ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 2006. 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

The trustees confirm that so far as they are aware, there is no relevant audit information of which the charity's auditors are unaware. They have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information

**Statement of Financial Activities**  
**For the year ended 30 September 2010**

			2009-10	2008-09
	Note	Restricted Funds £	Total Funds £	Total Funds £
<b>Incoming Resources</b>				
Donations & Legacies		270,570	270,570	205,546
Investment income		742	742	734
Other incoming resources		6,949	6,949	4,541
Total Incoming Resources		<u>278,261</u>	<u>278,261</u>	<u>210,821</u>
<b>Resources Expended</b>				
Grants payable	2 1	34,322	34,322	300,000
Other direct charitable expenditure		-	-	-
Total direct charitable expenditure		<u>34,322</u>	<u>34,322</u>	<u>300,000</u>
Fundraising and publicity		19,907	19,907	38,753
Governance	3	802	802	742
Total other expenditure	4	<u>20,709</u>	<u>20,709</u>	<u>39,495</u>
Total Resources Expended		<u>55,031</u>	<u>55,031</u>	<u>339,495</u>
Net incoming/(outgoing) resources	5	223,230	223,230	(128,674)
<b>Net Movement in Funds</b>		<u>223,230</u>	<u>223,230</u>	<u>(128,674)</u>
Fund balances brought forward at 1 October 2009		114,621	114,621	243,295
<b>Fund balances carried forward at 30 September 2010</b>	6	<u>337,851</u>	<u>337,851</u>	<u>114,621</u>

The notes at pages 9 to 12 form part of this account

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations

There are no recognised gains and losses other than those posted through the SOFA

## Balance Sheet as at 30 September 2010

	Note	30 September 2010 £	30 September 2009 £
<b>Current Assets</b>			
Debtors	9	46,928	42,961
Cash at bank and in hand		291,673	74,910
		<u>338,601</u>	<u>117,871</u>
<b>Current Liabilities</b>			
Creditors Amounts falling due within one year	10	750	3,250
<b>Net Assets</b>		<u>337,851</u>	<u>114,621</u>
 Income Funds			
Restricted	11	337,851	114,621
Unrestricted		-	-
<b>Total Funds</b>		<u>337,851</u>	<u>114,621</u>

The notes at pages 9 to 12 form part of this account

Approved by the Trustees

  
Signed C George

Date 15/3/11

## NOTES TO THE ACCOUNTS

### 1 Accounting Policies

#### 1.1 *Basis of Preparation*

These accounts have been prepared in accordance with the Statement of Recommended Practice - Accounting for Charities, applicable Accounting Standards and the requirements of the Companies Act 2006. They have been prepared under the historical cost convention.

#### 1.2 *Incoming Resources*

The policies followed, which deal with income, voluntary assistance and donations, are

- a) **Cash donations**, gifts, legacies, investment income and cash collected from fund raising events are included in full in the statement of financial activities as soon as the conditions for receipt have been met and there is a reasonable assurance of receipt.
- b) **Gifts in Kind**
  - I Assets given for distribution by the funds are included in the Statement of Financial Activities only when distributed.
  - II Assets given for use by the funds (e.g. property for its own occupation) are included in the Statement of Financial Activities as incoming resources when receivable.
  - III Gifts made in kind but on trust for conversion into cash and subsequent application by the funds are included in the accounting period in which the gift is sold.

In all cases the amount at which gifts in kind are brought into account is either a reasonable estimate of their value to the funds or the amount actually realised. The basis of the valuation is disclosed in the annual report.

#### 1.3 *Change in the Basis of Accounting*

There has been no change in the basis of accounting during the period.

#### 1.4 *Reserves are defined by the Charity Commission as:*

Income which becomes available to the charity and is to be expended at the trustees' discretion in furtherance of any of the charity's objects, but which is not yet spent, committed or designated. Reserves therefore relate to unrestricted funds only as far as they are not committed. All the funds of this charity are restricted.

### 2 Details of Resources Expended

#### 2.1 *Grants made to institutions*

Grants to Southend Hospital Charity are normally timed to coincide with major stages of the appeal project. The grants paid in the year ended 30 September 2010 totalled £34,322 (2009 £300,000), paid over to Southend Hospital Charity.

#### 2.2 *Grants paid to individuals*

No grants have been made to individuals.

### 3 Analysis of Governance Costs

	Restricted Funds	2009/10 Total Funds	2008/09 Total Funds
	£	£	£
Audit fee	787	787	742
Annual Return Fee	15	15	0
Operating Expenses Recharge	0	0	0
	<u>802</u>	<u>802</u>	<u>742</u>

### 4 Analysis of Total Other Expenses

	Direct Charitable Expenditure	Fundraising and Publicity	Governance	2009/10 Total	2008/09 Total
	£	£	£	£	£
Audit fee	-	-	787	787	742
Other	-	19,922	0	19,922	38,753
	<u>-</u>	<u>19,922</u>	<u>787</u>	<u>20,709</u>	<u>39,495</u>

#### 4.1 Staff Costs

The charity has not employed any staff in the period

### 5 Changes in Resources Available for Charity Use

	Restricted Funds	2009/10 Total Funds	2008/09 Total Funds
	£	£	£
Net movement in funds available for future activities	223,230	223,230	(128,674)

### 6 Analysis of Net Assets Between Funds

	Restricted Funds	30 September 2010 Total Funds	30 September 2009 Total Funds
	£	£	£
Current assets	338,601	338,601	117,871
Current liabilities	(750)	(750)	(3,250)
	<u>337,851</u>	<u>337,851</u>	<u>114,621</u>

### 7 Fixed Assets

The Charity did not hold any property, equipment or other assets during the period

### 8 Analysis of Fixed Asset Investments

The Charity did not hold any investments during the period

## 9 Analysis of Debtors

	30 September 2010	30 September 2009
	£	£
Donations Due	200	0
Income tax recoverable under Gift Aid	6,949	4,541
Amount due from NHS Trust	39,021	37,668
Other Debtors	758	752
<b>Total debtors</b>	<b>46,928</b>	<b>42,961</b>

## 10 Analysis of Creditors

	30 September 2010	30 September 2009
	£	£
Amounts falling due within one year		
Deferred Income	0	2,500
Other creditors	750	750
<b>Total creditors</b>	<b>750</b>	<b>3,250</b>

## 11 Restricted Funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations & grants held on trust to be applied for specific purposes

	30 September 2009	Movement in Funds:		30 September 2010
		Income	Expenditure	
	£	£	£	£
Leukaemia Unit	6,521	8	-	6,529
Children's Centre	1,522	15	-	1,537
Healing Hearts	6,188	116	-	6,304
Pinpoint	2,072	2	-	2,074
Strokebusters	23,499	5,491	-	28,990
Bosom Pals	74,819	272,629	(55,031)	292,417
<b>Total</b>	<b>114,621</b>	<b>278,261</b>	<b>(55,031)</b>	<b>337,851</b>

	Debtors	Cash	Creditors	Total
	£	£	£	£
Leukaemia Unit		6,529	-	6,529
Children's Centre		1,537	-	1,537
Healing Hearts		6,304	-	6,304
Pinpoint		2,074	-	2,074
Strokebusters	161	28,829	-	28,990
Bosom Pals	46,767	246,400	(750)	292,417
<b>Total</b>	<b>46,928</b>	<b>291,673</b>	<b>(750)</b>	<b>337,851</b>

## 12 Contingencies

There were no contingencies at 30 September 2010 or 2009 as the Foundation is only liable for the target figure to be raised on each project. Any further contributions require prior approval by the Trustees.

## 13 Commitments

There were no commitments at 30 September 2010 or 2009, other than those provided for in these accounts.

## **14 Trustee and Connected Persons Transactions**

### **14.1 Trustee Remuneration and Expenses**

None of the Trustees have received any remuneration, expenses or other financial benefit from the Charity

### **14.2 Trustee Indemnity Insurance**

No indemnity insurance has been purchased

## **15 Connected Organisations**

Southend University Hospital NHS Foundation Trust provides administrative support which includes fundraising activities and the recording and banking of donations received. The NHS Foundation Trust's Fundraising Department regularly receives income and purchases items on behalf of the Charitable Foundation, and the net value is paid to the Charitable Foundation monthly. At 30 September 2010 the amount owed by the NHS Foundation Trust to the Charitable Foundation was £39,021 (2009 - £37,668)

## **16 Controlling Party**

There is no ultimate controlling party