

Southend Hospital Charitable Foundation

Charity No. 1073031

Company No. 3622762

Annual Reports and Accounts

For year ending 30 September 2012

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COMPANIES HOUSE

Directors.

Colin George (Chairman)
Phillip Miller MBE (Treasurer and Company Secretary)
Michael Thwaites (Deputy Chairman)
Rita Bosch
Karen Ferreira
Roger Froment
Nigel Gayner
John Harland
Gary Hodson
Peter Holmes
Ann Jackson
Dawn Jeakins - appointed 20th March 2012
Tracy Jones
Ted Lewin
Dr Mohamed Pasha MBE
Malachy O'Sullivan MBE
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 Examiner

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

SOUTHEND HOSPITAL CHARITABLE FOUNDATION ANNUAL REPORT FOR YEAR ENDED 30 SEPTEMBER 2012

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 2012

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 17 of the Charities Act 2011 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

The Charitable Foundation launched the Bosom Pals appeal in May 2009 which raised £750,000, with the help of Southend Hospital Charity, to buy two digital mammography machines and associated equipment for the Breast Unit at Southend Hospital. The Trustees would like to thank everyone involved in helping the charity to reach its target.

The trustees of Southend Hospital Charitable Foundation felt that women screened in mobile units throughout South Essex deserved to have access to the same technology and therefore decided to take Bosom Pals on the road to make this possible.

Southend University Hospital Breast Unit is the base for NHS South Essex Breast Screening and, at present, women between the ages of 50 – 70 are invited for scans every three years.

To help improve survival rates, we would like to increase the number of women screened by extending the eligibility age to between 47 and 73 years. This cannot be done, however, without new digital mammography technology.

To help make this ambitious project a reality, the Charitable Foundation aims raise £500,000 to fund two new mobile screening trailers complete with full-field digital mammography machines.

This improved technology will not only allow us to implement age extension but it will also help to provide shorter examination times, better technique and image quality — helping to save more lives.

The Bosom Pals appeal has raised £549,035 since its launch to the end of this financial year. The target of £750,000 was reached with the help of legacies and donations made to the breast unit through Southend Hospital Charity. Of this, £59,735 has been spent on fundraising events since the launch of the appeal and £434,322 has been awarded as a grant to Southend University Hospital NHS Foundation Trust Charity. Due to savings made on the purchase of equipment, the appeal was able to transfer £54,978 to the second phase of the appeal, Bosom Pals on the road.

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

During the year the Charitable Foundation was gifted a six month lease on retail premises in Westcliff on Sea and therefore set up a charity shop selling donated items. The lease expired in October 2012 and as the shop was so successful, another site was sourced to continue its

success A Charity Shop Supervisor was appointed in December 2012 on a 6 month contract for 16 hours per week The Supervisor is tasked with maximising income, managing the daily running of the charity shop and the volunteer rota The appointment of the Supervisor will enable the Fundraising team to continue to focus on raising funds for the appeal through special events, community activities and legacies Any profits made by the shop are kept in a separate fund and will be periodically donated to current appeals

Income

During the year the Foundation's income amounted to £170,854 (2011 £203,886) This includes £2,106 (2011 £6,139) tax claimed as a result of donors completing "Gift Aid" forms when they made their donations

Activities for generating funds relates to the charity shop that the Charitable Foundation opened in June 2012 and income for the financial year amounted to £9,739 (2011 £nil)

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 £33,556 (2011 £31,945) was incurred during 2011/12 This included £17,762 (2011 £23,500) spent on fundraising and publicity initiatives Expenditure in relation to the charity shop amounted to £2,898 (2011 £nil)

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 19/3/13

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SOUTHEND HOSPITAL CHARITABLE FOUNDATION

I report on the financial statements of the company for the year ended 30 September 2012 as set out on pages 8 to 13

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of financial statements. 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. The charity is required by company law to prepare accrued financial statements and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the financial statements under section 145 of the 2011 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state where 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 Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 financial statements 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

- a) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities have not been met, or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached

E Oddie

Elaine Oddie OBE MA FCA FCCA
Chartered Certified Accountant

NSO Associates LLP

75 Springfield Road

Chelmsford

Essex CM2 6JB

Date *19 March 2013*

ANNUAL ACCOUNTS

Year Ended 30 September 2012

Statement of Financial Activities

For the year ended 30 September 2012

				2011-12	2010-11
	Note	Restricted Funds £	Unrestricted Funds £	Total Funds £	Total Funds £
Incoming Resources					
Donations & Legacies		158,940	-	158,940	197,684
Investment income		64	5	69	63
Activities for generating funds		-	9,739	9,739	-
Other incoming resources		2,106	-	2,106	6,139
Total Incoming Resources		161,110	9,744	170,854	203,886
Resources Expended					
Grants payable	2 1	116,750	-	116,750	302,000
Staff costs	4 1	-	1,061	1,061	-
Costs of generating funds		-	1,837	1,837	-
Total direct charitable expenditure		116,750	2,898	119,648	302,000
Fundraising and publicity		17,762	-	17,762	23,500
Governance	3	15,794	-	15,794	8,445
Total other expenditure	4	33,556	-	33,556	31,945
Total Resources Expended		150,306	2,898	153,204	333,945
Net incoming/(outgoing) resources	5	10,804	6,846	17,650	(130,059)
Net Movement in Funds		10,804	6,846	17,650	(130,059)
Fund balances brought forward at 1 October 2011		197,791	10,001	207,792	337,851
Fund balances carried forward at 30 September 2012	6	208,595	16,847	225,442	207,792

The notes at pages 10 to 13 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 2012

	Note	30 September 2012 £	30 September 2011 £
Current Assets			
Debtors	9	5,723	9,209
Cash at bank and in hand		220,499	199,363
		<u>226,222</u>	<u>208,572</u>
Current Liabilities			
Creditors Amounts falling due within one year	10	780	780
		<u>225,442</u>	<u>207,792</u>
Net Assets			
		<u>225,442</u>	<u>207,792</u>
 Income Funds			
Restricted	11	208,595	197,791
Unrestricted	12	16,847	10,001
Total Funds		<u>225,442</u>	<u>207,792</u>

The notes at pages 10 to 13 form part of this account

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

For the year ending 30 September 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements

Approved by the Trustees



Signed C George

Date 19/3/13

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 2012 totalled £116,750 (2011: £302,000), 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	Unrestricted Funds	2011/12 Total Funds	2010/11 Total Funds
	£	£	£	£
Audit fee	780	-	780	930
Annual Return Fee	14	-	14	15
Operating Expenses Recharge	15,000	-	15,000	7,500
	15,794	-	15,794	8,445

4 Analysis of Total Other Expenses

	Direct Charitable Expenditure	Fundraising and Publicity	Governance	2011/12 Total	2010/11 Total
	£	£	£	£	£
Audit fee	-	-	780	780	930
Other	-	17,762	15,014	32,776	31,015
	-	17,762	15,794	33,556	31,945

4.1 Staff Costs

The charity has paid £1,061 (2010/1, nil) to 1 (2010/11, 0) person during the year which relates to a supervisor in the charity's shop who was employed by Southend University Hospital NHS Foundation Trust and recharged to the charity

	Restricted Funds	Unrestricted Funds	2011/12 Total Funds	2010/11 Total Funds
	£	£	£	£
Gross Wages and Salaries	-	910	910	-
Employers NI	-	24	24	-
Pension Costs	-	127	127	-
	-	1,061	1,061	-

5 Changes in Resources Available for Charity Use

	Restricted Funds £	Unrestricted Funds £	30 September 2012 Total Funds £	30 September 2011 Total Funds £
Net movement in funds available for future activities	10,804	6,846	17,650	(130,059)

6 Analysis of Net Assets Between Funds

	Restricted Funds £	Unrestricted Funds £	30 September 2012 Total Funds £	30 September 2011 Total Funds £
Current assets	209,375	16,847	226,222	208,572
Current liabilities	(780)	-	(780)	(780)
	208,595	16,847	225,442	207,792

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 2012 £	30 September 2011 £
Income tax recoverable under Gift Aid	935	2,335
Amount due from NHS Trust	4,782	6,869
Other Debtors	6	5
Total debtors	5,723	9,209

10 Analysis of Creditors

	30 September 2012 £	30 September 2011 £
Amounts falling due within one year		
Other creditors	780	780
Total creditors	780	780

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 2011	Movement in Funds		30 September 2012
		Income	Expenditure	
	£	£	£	£
Leukaemia Unit	6,531	1	(6532)	-
Children's Centre	1,538	-	(1538)	-
Healing Hearts	6,306	1	(6,307)	-
Pinpoint	2,075	-	(2,075)	-
Strokebusters	26,999	8	413	27,420
Bosom Pals	154,342	569	(154,911)	-
Bosom Pals 'On the Road	-	160,531	20,644	181,175
Total	197,791	161,110	(150,306)	208,595

	Debtors	Cash	Creditors	Total
	£	£	£	£
Leukaemia Unit	-	-	-	-
Children's Centre	-	-	-	-
Healing Hearts	-	-	-	-
Pinpoint	-	-	-	-
Strokebusters	-	27,420	-	27,420
Bosom Pals	-	-	-	-
Bosom Pals 'On the Road	5,723	176,232	(780)	181,175
Total	5,723	203,652	(780)	208,595

12 Unrestricted Funds

The income funds of the charity include unrestricted funds comprising the following unexpended balances of donations & grants held on trust for the general purposes of the charity

	30 September 2011	Movement in Funds:		30 September 2012
		Income	Expenditure	
	£	£	£	£
General Purpose	10,001	5	-	10,006
Charity Shop	-	9,739	(2,898)	6,841
Total	10,001	9,744	(2,898)	16,847

	Debtors	Cash	Creditors	Total
	£	£	£	£
General Purpose	-	10,006	-	10,006
Charity Shop	-	6,841	-	6,841
Total	-	16,847	-	16,847

13 Contingencies

There were no contingencies at 30 September 2012 or 2011 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.

14 Commitments

There were no commitments at 30 September 2012 or 2011, other than those provided for in these accounts.

15 Trustee and Connected Persons Transactions

15.1 Trustee Remuneration and Expenses

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

15.2 Trustee Indemnity Insurance

No indemnity insurance has been purchased.

16 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 2012 the amount owed by the NHS Foundation Trust to the Charitable Foundation was £4,782 (2011 - £6,869).

16 Controlling Party

There is no ultimate controlling party.

17 Gifts in Kind

The charity received a gift in kind in the form of a lease of a retail unit for 6 months, from May to October 2012. The value of this lease has not been recognised in these accounts due to uncertainty around the valuation of the gift. The Trustees would like to thank the landlord for granting a licence for free to the charity in order for it to launch its first charity shop.