

**THE LEAGUE OF FRIENDS OF
ST MONICA'S HOSPITAL**

Registered Charity Number: 513694

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2010

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THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2010

St Monica's Hospital has a special place in the hearts of many people living in and around Easingwold - both as a local provider of minor injury services, as a hospital for the local community and as a place where many friends and relatives have spent their last days being comforted by the loving and dedicated staff.

The Hospital was founded in 1893 by Mrs Katherine Love, a member of a family of local benefactors living on the Hawkhill Estate near Easingwold. At first, it was known as the Easingwold Cottage Hospital but later it was renamed St Monica's after the remarkable 4th century mother of the great St Augustus.

Taken over by the state in 1948 the Hospital is now designated a Community Hospital. It is administered by the North Yorkshire & York PCT, providing nursing and medical care for the acutely ill, chronically ill and rehabilitation as well as minor casualty treatment, physiotherapy and occupational therapy.

The League of Friends of St Monica's Hospital was founded in 1969 to support and promote the work of the Hospital. The main aim then was to provide a Physiotherapy Unit which opened in 1969. Since its foundation, the League of Friends has worked tirelessly to raise funds for various projects to meet nursing and medical needs.

To mark the centenary in June 1993 of the Hospital's foundation, the League of Friends, with the support of the North Yorkshire & York PCT, launched the Centenary Appeal with the aim of raising £150,000 to provide an Occupational Therapy Unit, to upgrade the Day Room and other facilities. Thanks to the overwhelming support of the people of Easingwold and district the whole amount was raised and the Unit was opened by HRH the Duchess of Kent in October 1993. In 1994 a Garden Room extension to the Day Room was built at a cost of £48,000. The Millennium Project Extension was opened by local businessman Ron Moverley on 14 July 2000. The Jean Farghar Resource Centre was opened by HRH the Duchess of Gloucester on 24 October 2005. This was funded at a cost of £178,973 and has a meeting room, kitchen, toilet, store room and a small office. It is fully utilised not only for Trustees' bi-monthly meetings but by the NHS, PCT and others including local organisations within the community at a small fee. During 2010, planning permission was obtained to extend the Front Reception Area to provide additional seating and space for patients and their visitors; and a new Palliative Suite to provide accommodation for relatives staying with patients. The building works is scheduled to start and be completed during 2011.

The League of Friends of St Monica's obtained charitable status in 1983 under the Governing Document dated 13 January 1983, amended 2 May 1991 and amended 11 June 2009 with the current objective to relieve patients of St Monica's Hospital and, generally, to support the charitable work of St Monica's Hospital, including the Physiotherapy Department and any other department or facility provided directly or indirectly by the National Health Service at St Monica's Hospital. The Charity is constituted as an unincorporated organisation governed by the Trustees with an annual membership subscription at 50p.

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2010

In the year under review the Trustees were:

Brigadier Barry Sanderson
Nick Eleanor
Christine Andrew
Caroline Hepworth (retired June 2010)
Eric Boyd (retired March 2010)
Barbara Twigg
Diana Burge
Vera MacMahon
Joan Ramsay
Eric Toolan
Sheila Burkill
Barbara Walker (retired June 2010)
Sharon Metcalfe
Peter Glossop
LizAnne Cumberlege (joined 10 June 2010)

Under the revised Governing Document one third of the Trustees retire from office at the conclusion of each Annual General Meeting and shall be eligible for re-election. The total number of Trustees may not be less than 5 but is not subject to a maximum. The Annual General Meeting is open to the public and Members are entitled to speak and vote.

The relevant organisations associated with the Charity are:

Bankers: HSBC Bank
Easingwold, North Yorkshire

Auditors: Gardiners Chartered Accountants
Hutton House, Dale Road, Sheriff Hutton, York

AIMS

The aims of the Charity since its formation in 1983 have been to assist children, the elderly, the disabled and those with special needs who are associated with St Monica's Hospital. The Hospital has been a valuable part of the Community for many years and the Charity works in harmony with its aims.

ORGANISATIONAL STRUCTURE

The Charity is run by the Trustees who are now referred to in the Governing Document as the Executive Committee, all assist with any decision making. In the year under review:

Our current President is Dr Peter Willis, MB BS, who accepted the appointment in May 2008.

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The appointment in 2006 of a Vice Chair and Press Secretary has still proven invaluable to the running of the Charity and it was decided to continue with these appointments in 2010. There has always been a Membership Secretary responsible for co-ordinating the annual brown envelope collection.

The pooled experience of the Trustees is invaluable to the working of the Charity. Their maturity greatly assists in ensuring that prudent and responsible decisions are made. The Charity is fortunate with the mix of backgrounds which include retired health care professionals. Two members of the current staff at St Monica's Hospital are also Trustees and are able to provide a direct insight in the actual day to day workings of the Hospital.

RELEVANT ORGANISATIONS

The HSBC has acted as the principal bank for the Charity for many years. On receipt of a very generous legacy in 2006 advice was sought from the Bank with regard to the facilities available for investment. However many investments do involve a greater or lesser degree of risk. It was decided that prudence should prevail. Any excess funds are placed on the HSBC Money Market and any interest earned is available to be used by the Charity. However the Trustees are fully aware that earning interest is not one of the principal aims of the Charity and endeavour to use the income received for its intended purpose. It would however be irresponsible not to take advantage of the earning capacity of excess income in the interim.

At the end of 2010, it was decided to review this policy of investment and it was agreed that during 2011 the excess funds would be invested in a variety of building societies and banks; all of which would be covered by the Financial Services Compensation Scheme. The Trustees took advice from an IFA who helped formulate a policy document.

Gardiners of Sheriff Hutton acted as auditors and independent examiners for the Charity during 2010, and their appointment for 2011 was confirmed at the Annual General Meeting in June.

ACTIVITIES

Members of the local community can become Friends of the Charity by an annual subscription of 50p. Many Friends are extremely generous and are able to donate more than this annual subscription. The subscriptions and any other donations are collected, usually in brown Gift Aid envelopes, by a group of volunteers co-ordinated by the Membership Secretary. This procedure has been well established and works extremely efficiently. The amount of subscriptions in the year under review was £9,444 being a small increase from 2009. The total amount will be increased by the addition of Gift Aid where available.

As the Charity is so established within the Community traditions have developed. Fund raising has been centred on a Garden Fete and a Christmas Coffee Morning.

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FOR THE YEAR ENDED 31 DECEMBER 2010

The Garden Fete was held on 5 June and we were fortunate again that the day was sunny. The entrance fee included tea / coffee plus small cake. Live music was provided by the Easingwold Town Band and was much appreciated. A raffle, tombola and the cake stall were all very successful.

The Christmas Coffee Morning was held on 11 December. This year the event was held at the Methodist Chapel Rooms. The attendance was surprisingly high considering the very poor weather again. We were grateful for the support of everyone who was able to help on the day and we were able to raise £561. The entrance fee included tea / coffee and a mince pie.

A Tea Party was held on 20 October for volunteers. The Charity continues to be extremely grateful for its extended group of volunteers and helpers, and the Party was a small thank you for all their work during the year. A vote of thanks was given to the volunteers by the Chair.

The Trustees held 7 meetings during the year under review: 21 January, 18 March, 29 April, 10 June, 19 August, 14 October and 9 December. Separate meetings were also held as required for example to arrange the events. The meetings were all well attended by the Trustees and were held in the Jean Farghar Resource Room at St Monica's. These meetings were generally lively events where all the Trustees had the opportunity to offer opinions and advice.

Audrey Willis as Ward Manager, Sue Bryan as Clinical Lead and the member of staff from the Physiotherapy Unit are invited to attend the meeting and this provides an insight into the workings of the Hospital plus on-hand information and explanations for any projects under review.

There is close consultation with the Hospital to ensure that the best use is made of the donations. The Hospital offers a 'wish list' at Trustees' meetings and the proposals are fully discussed to decide whether the Charity can assist. During the year under review:

- Physiotherapy equipment was provided with a value of £2,676
- Improvements to the Wards were provided at a cost of £9,950
 - An amount of £9,889 related to fees payable in advance with regard the building works scheduled for 2011
- Maintenance and refurbishment of the Hospital grounds cost £3,633
 - This amount includes regular grounds maintenance, landscaping and a handyman. The amount this year also included replacing weather damaged plants and re-oiling the garden furniture. It is believed that maintaining the grounds around the Hospital provides a pleasant environment for those staying at the Hospital as well as visitors and staff. Providing a pleasant view may well help with patient recovery and provides a safe area to enjoy.

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FOR THE YEAR ENDED 31 DECEMBER 2010

- An amount of £599 was provided to the staff for a Christmas celebration.
It has become a tradition that the Charity funds one celebration for staff per year and this year the event was held at the Burn Hall. Any donations which are specifically for the benefit of staff or the Hospital are forwarded to the York Hospitals NHS Trust for use by St Monica's. The Senior staff member is then able to request money from this fund for use by the Hospital.

The Charity was very fortunate in the total donations received during 2010. Funeral Memorial Gifts amounted to £6,337. Personal Gifts amounted to £12,590 and Legacies amounted to £26,986. As can be seen, there was a net surplus on the accounts for the year under review. The Trustees are very aware of this fact and have made best efforts in order to ensure that these donations are used to the best possible advantage of St Monica's. However many projects at St Monica's require the approval of the NHS. There have been major changes in the area in recent years and obtaining this approval has been slow. We believe that with the assistance of our local Care Service Manager, who attends Trustees meetings as a guest; we are now in a position to progress with the general refurbishment and modernisation of St Monica's. There have also been several meetings during the year with the NHS with regard to this refurbishment and modernisation and it is hoped that progress will be seen during 2011.

- The bathrooms are in the process of being upgraded and plans are being developed
- Installation of a palliative care suite
- Development of the larger reception area to provide additional seating for patients and visitors
- Review of the overflow car parking area to ensure effective use of space

RISK ASSESSMENT

Public liability insurance is in place to cover public events and committee meetings. A review is undertaken on an annual basis to ensure that the cover is appropriate.

Financial indemnity insurance, or theft by employee or crime, has been investigated. It was decided that this insurance was not required as the controls in place with regard the bank accounts were deemed to be sufficient. The authorised signatures for the bank accounts are the Chair, the Vice Chair, Secretary and Treasurer. For every cheque issued, 2 authorised signatories are required. The accounts are processed using an accounting software package and bank reconciliations are effected on a monthly basis. Any irregularities are investigated and resolved.

All decisions regarding the Charity are proposed and seconded at the meetings. All Trustees are able to vote on any proposals. Guests may speak but have no decision making authority. Minutes are taken, distributed to the Trustees and signed by the Chair after agreement, as fair copy of the discussions, proposals and decisions.

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2010**

Letters of thanks for donations were sent by the Treasurer or Matron/Ward Manager during the year under review. This procedure has provided documentation of receipt of donations and an audit trail through to the bank accounts.

FUTURE

The future of the Charity is to continue with its aims to assist St Monica's to be able to provide the services it does for the local community. The Hospital is an integral part of the Community and so many have been involved that it is a collective duty to maintain those services for future generations. However we must move with the times, and provide the types of services now required by the community. The Charity encourages discussion and suggestions. We are aiming for an open approach which includes a website, www.fosmh.org.uk, and updates via the local newspaper to give the Community regular updates. The current plans for the extensions to the Hospital have been approved by Hambleton District Council and we await a start in 2011. We hope that building works will be completed by the end of the year.

**Report by the Trustees of the League of Friends of St Monica's Hospital
The Friends Office, St Monica's Hospital, Long Street, Easingwold, YO61 3JD**

The trustees declare that they have approved the trustees' report above.

.....
Trustee	Trustee
Date:.....	Date:.....

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAGUE OF FRIENDS OF ST. MONICA'S HOSPITAL *FOR THE YEAR ENDED 31 DECEMBER 2010*

We report on the accounts of the Trust for the year ended 31 December 2010 which are set out on pages 8 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 under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to our attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

Our 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 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 EXAMINERS STATEMENT

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Barry Cleaver FCA
Gardiners Chartered Accountants
Hutton House
Dale Road
Sheriff Hutton

May 2011

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2010

	2010		2009	
	£	£	£	£
RECEIPTS				
DONATIONS				
Membership Subscriptions	9,444		9,025	
Funeral Memorial Gifts	6,337		9,995	
Various Personal Donations	12,590		3,159	
Income Tax Repaid on Covenants & Gift Aid	-		-	
Legacies	26,986		1,490	
Profiling Bed Gifts	-		-	
Practical Items	-		269	
Palliative Care Suite	-		406	
		55,357		24,344
FUNDRAISING EVENTS				
Christmas Coffee Morning	561		511	
Garden Party	883		1,170	
		1,444		1,681
INVESTMENT INCOME				
HSBC Bank - Money Market Interest	1,166		3,142	
HSBC Bank - General Fund	-		1	
HSBC Bank - Moneymaster Interest	554		-	
		1,720		3,143
		58,521		29,168
PAYMENTS				
FUNDRAISING & ADMINISTRATION EXPENSES				
Advertising	238		133	
Fete & Coffee Morning Expenses	449		571	
Insurance	289		289	
Stationery	152		572	
Accountancy	793		575	
Legal & Professional	-		-	
Telephone	475		395	
Website	220		-	
Lottery Registration Fee	20		20	
Annual General Meeting Expenses	33		20	
		2,669		2,575
BALANCE CARRIED FORWARD		55,852		26,593

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2010

	2010		2009	
	£	£	£	£
BALANCE BROUGHT FORWARD		55,852		26,593
HOSPITAL NEEDS				
Physiotherapy Items	2,676		1,061	
Televisions	2,001		-	
Profiling Beds	-		87	
Flowers & Hanging Baskets	275		255	
Newspapers	309		438	
Staff Parties	599		750	
Ward Improvements	9,950		2,078	
Hospital Grounds	3,633		7,195	
Christmas Gifts	75		-	
Kitchen Equipment	50		226	
Repairs & Renewals	-		470	
Patient Toiletries	-		75	
		<u>(19,568)</u>		<u>(12,635)</u>
INCREASE IN FUNDS		<u>36,284</u>		<u>13,958</u>
FUNDS AT END OF LAST YEAR		<u>562,118</u>		<u>548,160</u>
FUNDS AT END OF THIS YEAR		<u>598,402</u>		<u>562,118</u>

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

BALANCE SHEET AS AT 31 DECEMBER 2010

	2010		2009	
	£	£	£	£
CURRENT ASSETS				
Balances at Bank				
- Money Market Investments	-		515,627	
- Deposit Account	10		10	
- Current Account	598,062		46,392	
Cash in Hand	330		89	
		598,402		562,118
CURRENT LIABILITIES				
Creditors	-		-	
		-		-
NET CURRENT ASSETS		<u>598,402</u>		<u>562,118</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>598,402</u>		<u>562,118</u>
FUNDS				
Unrestricted		598,402		562,118
Restricted		-		-
		<u>598,402</u>		<u>562,118</u>

.....

Trustee
Date:.....

.....

Trustee
Date:.....