THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

Registered Charity Number: 513694

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2018

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THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2018

Reference and administrative information

Charity Name:	The League of Friends of St Monica's Hospital
Charity Number:	513694
Principal Address:	The Friends Office St Monica's Hospital Long Street Easingwold York YO61 3JD
Bankers:	HSBC Bank plc PO Box 26 Parliament Street York YO1 8XS
Independent Examiner:	Nigel Atkinson Hunter Gee Holroyd Club Chambers Museum Street York YO1 7DN

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2018

History

The Hospital was founded in 1893 by Mrs Katherine Love, a local benefactor. At first it was known as the Easingwold Cottage Hospital but later renamed St Monica's Hospital.
Taken over by the Secretary of State for Health in 1948, the Hospital is now designated a Community Hospital with 12 beds. It is administered by the York Teaching Hospital NHS Foundation Trust providing nursing, rehabilitation and physiotherapy care.

The League of Friends of St Monica's Hospital was founded in 1969 to support and promote the work of the Hospital. It has worked tirelessly to raise funds for various building improvements as well as nursing and medical needs. The League obtained charitable status in 1983 under the Governing Document dated 13th January 1983. A new governing document (charter) was approved by the Charity Commission on 19th October 2018. This new document enables the Trustees to allocate funds for spending in the wider community. The primary focus of spending however will always be the Hospital. The Charity is constituted as an unincorporated organisation governed by the Trustees. The Annual General Meeting is open to the public and Members are entitled to speak and vote.

Organisation

In the year under review the President and Trustees were:

President:
Mrs Joan Ramsay
Trustees:
Barry Sanderson OBE (Chairman - died 2nd February 2018)
Peter Glossop (Vice Chairman - Acting Chairman from 2nd February 2018)
Martin Whillock (Secretary)
John Kirman (Treasurer)
John Barr (Buildings Projects)
Stephen Dann (Grants) (appointed 5th November 2018)
Sandy Gillman (Gardens)
Elizabeth Lewis (Membership) (appointed 5th November 2018)
Sharon Metcalfe (St Monica's Staff Representative)
Jennifer Rhodes (appointed 12th December 2018)
Gillian Sanderson (appointed 10th September 2018)
Valerie Watters (Archives)
Ann Wilks (Volunteers Coordinator)

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2018

Under the revised Governing Document (Charter) one third of the Trustees retire from office at the conclusion of the Annual General Meeting but are eligible for re-election. The total number of Trustees may not be less than five but there is no maximum. Following the Charity Commission's guidance all Trustees undertake familiarisation on governance and trustees duties and responsibilities.

The Trustees held 5 executive meetings during the year under review; 19 February, 8 April, 10 September, 5 November and 10 December. All executive meetings were well attended where lively discussions took place, ideas were exchanged and decisions were taken. Minutes were taken, distributed to all trustees and formally agreed and signed by the Chair at the following meeting. Separate meetings were held to arrange coffee mornings and to discuss issues informally.

Ex officio members of the executive committee are the Hospital Manager and at least one member of the Physiotherapy department. They provide an insight into the workings of their respective areas and their area needs.

Funds and Donations

Many people in the local community continue to be extremely generous at coffee mornings and donating from sponsorship events, funerals and memorial services. Substantial legacies have been received also. Anonymous donations are significant too. Routine allocations and purchases of some medical equipments are made by the Charity annually. These include:

- Maintenance of Hospital grounds and gardens
- Maintenance and provision of garden furniture
- Physiotherapy requisites
- Patient toiletries
- Christmas Gifts for patients
- Provision of cut flowers, newspapers, toiletries and telephone
- Staff Christmas Party

Donations which are specified by the donor for the benefit of staff are forwarded to the York Teaching Hospital NHS Foundation Trust. The hospital manager is then able to request money from this fund.

Letters of thanks for major amounts are sent by the Chairman or Treasurer.

The Trustees are very aware of the generosity of many people and every effort has been made to ensure all donations are used to the best possible advantage of patients. Many projects and major improvements require the approval of the NHS.

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2018

Investments

The current policy of the Charity is to invest excess funds in building societies and banks all of which are covered by the Financial Services Compensation Scheme. In addition a small percentage has been placed in a medium risk investment trust in order to improve the overall return on funds invested. Reviews are carried out regularly to ensure that the financial institutions continue to provide the appropriate and secure investment opportunities.

Financial Advisor: Will Mowatt
Our financial advisor's work continues to be carried out for no charge as his contribution to the work of the charity.

Activities

Volunteers have spent time each day supporting the medical staff and providing comforts for the patients. This is a very important and much appreciated commitment. Two themed coffee mornings were held during the year to publicise the work of the Friends at St Monica's and to thank all the supporting volunteers. All were very well attended.

Publicity

Considerable efforts have been made to ensure the local community are kept informed about the Hospital, events and expenditure. The local newspaper published frequent reports and updates. The website (www.fosmh.org.uk) is available for information also and this has been updated and enhanced. A noticeboard in the Hospital shows details of recent purchases made by individuals and the Executive Committee.

Risk Assessment

Public liability and Trustees insurance are in place. A review is undertaken annually to ensure that the cover is appropriate. Controls in place for the movement of funds are considered adequate. The financial records are processed using an accounting software package and bank reconciliations effected on a monthly basis. Any irregularities are investigated and resolved. Cash received is counted and recorded in the presence of two Trustees/Officers or staff members. At each Executive Meeting a summary financial report is tabled for inspection and discussion.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2018

Safeguarding

Safeguarding is a key governance priority for the League of Friends executive committee. We are committed to keeping safe the vulnerable people with whom we work alongside and acknowledge our duty to act appropriately to any allegations, reports or suspicions of abuse. It is important to have the policy and procedures in place so that staff, volunteers and trustees can work to prevent abuse and know what to do in the event of abuse. A sub committee has been established to create a safeguarding policy in line with that of the Friends of York Hospital NHS Foundation Trust.

Date Protection

Procedures were put in place during 2018 to satisfy the requirements of new Data Protection legislation (GDPR) and we believe we are now compliant by using a secure third party system. This is important, particularly in the light of our creation of a new membership database.

Future Intentions

The future of the League of Friends remains to continue with its aim of assisting St Monica's Hospital and the Physiotherapy Department to enhance the medical services for patients in the widest possible sense. The Hospital has been an integral part of the Community for 125 years. We are moving with the times by identifying how we can continue to promote and develop our mission. To this end the Trustees have explored how they can best utilise the strong financial position which the charity now enjoys. The Trustees strongly endorse the new Governing Document (Charter) which was approved at the AGM without dissent in June 2018 and by the Charity Commission in October 2018. It allows the Trustees to expand their field of spending beyond the immediate Hospital to benefit the wider community of Easingwold and District. Work has begun to implement this aspect of our mission.

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

Peter Glossop
Trustee

John Kirman
Trustee

8th April 2019

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 2018

I report to the trustees on my examination of the accounts of the Trust for the year ended 31 December 2018 which are set out on pages 7 to 10

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 Trustee'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 chairty Commissioner under section 145(5)(b) of the 2011 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 of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements 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.

Hunter Gee Holroyd

Nigel Peter Atkinson FCA
Hunter Gee Holroyd Chartered Accountants
Club Chambers
Museum Street
York
YO1 7DN

10th April 2019

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

RECEIPTS & PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2018

	2018		2017	
	£	£	£	£
RECEIPTS				
DONATIONS				
Donations and Memorial Gifts	13,373		20,554	
Legacies	98,577		-	
		111,950		20,554
FUNDRAISING EVENTS				
Coffee Mornings	-		120	
		-		120
INVESTMENT INCOME				
Investments - Interest	3,069		5,029	
		3,069		5,029
OTHER INCOME				
Compensation	-		1,000	
		-		1,000
		115,019		26,703
PAYMENTS				
FUNDRAISING & ADMINISTRATION EXPENSES				
Insurance	366		361	
Stationery, Advertising and promotion	423		327	
Accountancy	744		720	
Legal fees	6,053		-	
Website	892		410	
Membership recording	275		-	
		8,753		1,818
BALANCE CARRIED FORWARD		106,266		24,885

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

RECEIPTS & PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2018

	2018		2017	
	£	£	£	£
BALANCE BROUGHT FORWARD		106,266		24,885
HOSPITAL NEEDS				
Hospital Building Contribution	63,000		-	
Summer House	4,477		-	
Hospital Car Park	8,373		-	
Ward Improvements	-		2,615	
Physiotherapy Items	791		1,739	
Kitchen Equipment	-		306	
Flowers & Hanging Baskets	200		200	
Newspapers	806		820	
Telephone	403		266	
Staff Party	922		980	
Hospital Grounds	7,187		5,489	
Sundries	320		142	
Patient Toiletries & Christmas Gifts	183		202	
		(86,662)		12,759
INCREASE IN FUNDS		19,604		12,126
FUNDS AT END OF LAST YEAR		489,600		477,474
FUNDS AT END OF THIS YEAR		509,204		489,600

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

BALANCE SHEET
AS AT 31 DECEMBER 2018

	Notes	2018		2017	
		£	£	£	£
Balances at Bank					
- Money Market Investments		426,398		464,125	
- Deposit Account		85		85	
- Current Account		82,721		25,390	
NET CURRENT ASSETS			509,204		489,600
TOTAL ASSETS			509,204		489,600
FUNDS					
Unrestricted	2		509,204		489,600
Restricted			-		-
			509,204		489,600

Approved on behalf of the trustees by:

P. Glossop

Peter Glossop

John Kirman

8th April 2019

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

NOTES TO THE ACCOUNTS
AS AT 31 DECEMBER 2018

1. Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011.

The financial statements have been prepared on the 'receipts and payments' basis.

2. Unrestricted funds

From time to time the charity is fortunate to receive substantial legacies and donations from the estates and relatives of former patients and sometimes from other generous benefactors who wish to see the work of St Monica's maintained at the highest level, within the best possible accommodation and with the finest equipment. The trustees are mindful that they need to address uses for these funds and undertake to do so with the cooperation of York Hospitals Trust which provides the day to day nursing and care functions and funds all associated costs of running the establishment.

The trustees regret that it is not possible to be specific as to the purposes for which and the timescale within which the Reserves may be applied.

3. Investments

Listed investments included on the balance sheet at cost of £40,000 had a market valuation of £57,404 as at 31 December 2018.