

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

Registered Charity Number: 513694

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2019

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THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2019

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 2019

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:

David Kenworthy (Chairman) (appointed 6th June 2019)

Peter Glossop (Vice Chairman - Acting Chairman until 6th June 2019)

Derek McLuckie (Secretary) (appointed 18th March 2019)

Martin Whillock (resigned 18th July 2019)

John Kirman (Treasurer)

John Barr (Buildings Projects)

Stephen Dann (Grants)

Sandy Gillman (Gardens)

Elizabeth Lewis (Membership) (resigned 18th July 2019)

Sharon Metcalfe (St Monica's Staff Representative)

Jennifer Rhodes

Gillian Sanderson (Resigned 25th September 2019)

Valerie Watters (Archives) (resigned 18th July 2019)

Ann Wilks (Volunteers Coordinator)

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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2019

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 no more than thirteen. Following the Charity Commission's guidance all Trustees undertake familiarisation on governance and trustees duties and responsibilities.

The Trustees held 6 executive meetings during the year under review. In addition, members were invited to forums during the year to update them in respect of ongoing and possible future projects. Members were invited to put questions to the Trustees then and at any time using the website to access them.

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, donating through sponsorship events, funerals and memorial services. From time to time the Friends also benefits from substantial legacies and anonymous donations through the Charities Aid Foundation. 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 within the Hospital and within the communities served by it. 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 2019

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 an amount not exceeding 20% of total funds, 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 are involved each day supporting the medical staff and providing comforts for the patients. This is a very important and much appreciated commitment.

As well as the Charity's traditional role of supporting the Hospital, the new constitution allows the making of grants to improve the health and well being of the communities served by it.

During the year, the Trustees established a grant making committee chaired by a Trustee and agreed criteria for making grants. Each applicant must agree performance criteria to enable the success or otherwise to be monitored. The major grant during the year has been made to EDCCA to fund transportation to Leeds for treatment of cancer patients.

In 2020 it is planned to extend grant making substantially and a number of applications are currently being worked on. Organisations to whom grants are made will be required to acknowledge the support of FOSM and, in furtherance of this policy, a new logo has been launched, to be displayed where possible by recipients. This will help to raise the profile of the Charity and encourage applications from other organisations.

A specialist in healthcare has been appointed to advise on the best way to use the facilities of St Monica's in support of the general practitioners in the area. A report will be considered by the Trustees shortly.

Publicity

Considerable efforts have been made to ensure the local community is kept informed about the Friends activities and events. The local newspaper publishes frequent reports and updates. The website (www.fosmh.org.uk) which is continually being updated, is available for information.

Risk Assessment

Public liability and Trustees insurances are in place and 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 presented in summary form with a report at every Trustees' meeting at which they are open for scrutiny and discussion. Any irregularities are investigated and resolved. Cash received is counted and recorded in the presence of two Trustees/Officers or staff members.

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019

Safeguarding

Safeguarding is a key governance priority for the League of Friends Trustees. 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 maintain a safeguarding policy in line with that of the Friends of York Hospital NHS Foundation Trust.

Data Protection

Procedures are in place to satisfy the requirements of the Data Protection legislation (GDPR) and we believe we are compliant by using a secure third party system. This is important, particularly in view of our maintenance of a membership database.

Future Intentions

It was the intention of the Trustees to expand grant making during the next financial year. At the time of preparation of this Annual Report and Accounts the Coronavirus Pandemic has obliged the Trustees to reappraise grant making and support for the Hospital. The Charity has however been able to play a significant role in supporting our communities and looks forward to reporting on that next year.

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

.....
David Kenworthy
Trustee

.....
John Kirman
Trustee

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 2019

I report to the trustees on my examination of the accounts of the Trust for the year ended 31 December 2019 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 Charitable 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 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.

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

Date.....

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

RECEIPTS & PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2019

	2019		2018	
	£	£	£	£
RECEIPTS				
DONATIONS				
Donations and Memorial Gifts	6,016		13,373	
Legacies	-		98,577	
		6,016		111,950
INVESTMENT INCOME				
Investments - Interest	9,739		3,069	
		9,739		3,069
		15,755		115,019
PAYMENTS				
FUNDRAISING & ADMINISTRATION EXPENSES				
Insurance	390		366	
Stationery, Advertising and promotion	203		423	
Accountancy	768		744	
Legal fees	-		6,053	
Website	874		892	
Membership recording	417		275	
		2,652		8,753
BALANCE CARRIED FORWARD		13,103		106,266

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2019

	2019		2018	
	£	£	£	£
BALANCE BROUGHT FORWARD		13,103		106,266
GRANTS PAID				
Hospital transport/minibus scheme	5,934		-	
Health Centre Christmas Tree	65		-	
Parkrun Gazebo	350	6,349	-	-
HOSPITAL NEEDS				
Hospital Building Contribution	-		63,000	
Summer House	-		4,477	
Hospital Car Park	-		8,373	
Physiotherapy Items	532		791	
Hospital Equipment	4,143		-	
Anniversary Booklets	515		-	
Flowers & Hanging Baskets	200		200	
Newspapers	943		806	
Telephone	516		403	
Staff Party	343		922	
Hospital Grounds	7,391		7,187	
Sundries	389		320	
Patient Toiletries & Christmas Gifts	99	15,071	183	86,662
(DECREASE)/INCREASE IN FUNDS		<u><u>(8,317)</u></u>		<u><u>19,604</u></u>
FUNDS AT END OF LAST YEAR		<u><u>509,204</u></u>		<u><u>489,600</u></u>
FUNDS AT END OF THIS YEAR		<u><u>500,887</u></u>		<u><u>509,204</u></u>

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

BALANCE SHEET AS AT 31 DECEMBER 2019

	Notes	2019		2018	
		£	£	£	£
Balances at Bank					
- Money Market Investments		413,689		426,398	
- Deposit Account		85		85	
- Current Account		87,068		82,721	
Cash		45		-	
		<u> </u>		<u> </u>	
NET CURRENT ASSETS			<u>500,887</u>		<u>509,204</u>
TOTAL ASSETS			<u><u>500,887</u></u>		<u><u>509,204</u></u>
FUNDS					
Unrestricted	2		500,887		509,204
Restricted			<u>-</u>		<u>-</u>
			<u><u>500,887</u></u>		<u><u>509,204</u></u>

Approved on behalf of the trustees by:

.....
David Kenworthy

.....
John Kirman

Date.....

THE LEAGUE OF FRIENDS OF ST MONICA'S HOSPITAL

NOTES TO THE ACCOUNTS

AS AT 31 DECEMBER 2019

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 £100,000 had a market valuation of £131,555 as at 31 December 2019.