

Friends of Bristol Eye Hospital
Trustees' Annual Report and Financial Statements
For the Year Ended 28 February 2019

Charity Registered in England and Wales Number: 274349

Friends of Bristol Eye Hospital
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For the Year Ended 28 February 2019

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Friends of Bristol Eye Hospital
Reference and Administrative Information
For the Year Ended 28 February 2019

Trustees

Annette Barrington	(Retired 9 May 2018)
Wendy Beatty	
Dinah Harrison	Secretary
Deborah Hill	(Retired 9 May 2018)
Richard Markham	Chairman
Kay McCluskey	
James Reddish	(Appointed 13 November 2018)
Simon St Leger-Harris	Treasurer
Peter Turner	
Heather Walker	

Principal Office

Friends of Bristol Eye Hospital
Lower Maudlin Street
Bristol
BS1 2LX

Charity Number 274349

Independent Examiner

Michelle Ferris ACA
MW Medical
2 Westbury Mews
Westbury Hill
Westbury on Trym
Bristol
BS9 3QA

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Friends of Bristol Eye Hospital

Trustees' Annual Report

For the Year Ended 28 February 2019

The trustees present their report with the financial statements of the charity for the year ended 28 February 2019. The trustees have adopted the provisions of the 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) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's object is the advancement of health and the relief of suffering of the sick for the benefit of the public by the making of grants or the provision of such other assistance to Bristol Eye Hospital as the hospital may request and as the trustees may in their absolute discretion see fit.

The charity does not contribute to core services for which the NHS is responsible.

Review of activities and achievements

Friends of Bristol Eye Hospital have had another successful year in meeting our objective of supporting the work of the hospital and helping its patients.

We continue to derive our income from membership subscriptions, donations, legacies and fundraising activities. Thanks to our many loyal and generous supporters, we continue to improve the care, treatment and comfort of patients, by providing for that which is beyond NHS resources.

The trustees received 16 new requests for grants from the Bristol Eye Hospital and were pleased to approve them all. We also had 23 grants outstanding at the start of the year. Of these 39 grants, we have paid 15; five have been withdrawn and 19 remain in progress. Grants paid during the year included:

- 55 new chairs, including a bariatric one, for patients in Victoria Ward and the clinic waiting areas.
- An IT Server to speed up recall of patients' images for diagnosis, monitoring & assessment.
- Dongles to enhance visual acuity software for testing children and adults in the Orthoptic Department. These speed up the logging-in procedure to enable all orthoptists to access the visual acuity suite quickly from whichever computer is next available – leading to a much quicker flow of patients through the department and less waiting time for patients.
- Another Icare Pro tonometer for use with children and infirm patients to check for raised intraocular pressure in a manner that is less invasive and stressful to patients. Ophthalmologists use these portable instruments to examine patients in bed at other hospitals like the Children's Hospital or the Bristol Royal Infirmary, rather than requiring transfer to the Bristol Eye Hospital which can be traumatic and stressful for already anxious patients.
- New colourful mural in reception on Level 3.
- Lockers for staff in Victoria Ward.
- Hire of two water coolers for staff (both three year contracts).
- Another 100 AutoDrop dispensers, provided to patients by the Eye Clinic Liaison team.
- Two-piece trolley for the Medical Records Department.
- Tree surgery in the Robert Dickson Memorial Garden for staff.
- Replacement dishwasher for a staff coffee lounge.

We also continued to maintain the two hospital gardens (for patients and staff), indoor plants and the aquarium in the children's ward.

We strive to pay all grants as quickly as possible and usually do so immediately on receipt of an agreed invoice. However, there can often be a long delay between our approving a grant and our being asked to pay for it. Any delays are largely beyond our control but we are working with Bristol Eye Hospital and NHS staff to review the processes involved with a view to reducing any delays in purchasing and installing equipment and also in our payment of grants.

Friends of Bristol Eye Hospital

Trustees' Annual Report

For the Year Ended 28 February 2019

At our AGM in May 2018, Annette Barrington and Deborah Hill retired by rotation as trustees and did not stand for re-election. Wendy Beatty was elected at this AGM, having been co-opted as a trustee on 1 November 2017. James Reddish was co-opted on 13 November 2018.

We bade farewell to our Honorary Publicity Officer Hannah Williams who resigned in March 2018. Following a request for volunteers to our members, Kevin Abbey accepted the role of Honorary Publicity Officer in July 2018 and managed the production of *In Sight* published in March 2019.

During the year, we reviewed our procedures for record-keeping for members, trustees, volunteers and other supporters to ensure compliance with the General Data Protection Regulation (GDPR) effective from 25 May 2018. This included writing a new Donation and Membership Form which enables us to establish what communications our supporters wish to receive and by what method. Although not required to do so by GDPR, we took the opportunity to enquire why new donors support us – often generating kind and informative feedback to hospital staff from grateful patients. We also wrote a new Privacy Policy to comply with GDPR.

We composed Terms of Reference for our new Finance sub-committee.

We held no events during the year.

On 21 January 2019, we were notified that our online donation platform, MyDonate, would cease to operate on 30 June 2019. We have appointed a new provider, the Wonderful Organisation, and their service for us commenced on 26 February 2019. A key feature of Wonderful is that their service is entirely free.

Further details of our recent activities, including grants made, are contained in our newsletter *In Sight* circulated to members and other supporters who request it. *In Sight* is also available in the hospital, on our website or to anyone on request.

Public benefit

The trustees confirm they have complied with their duty to have due regard to the Charity Commission's guidance on public benefit in relation to the objectives and actions of the charity.

The trustees are satisfied and confident that the charity's activities directly further its charitable purposes and provide clear benefits to its beneficiaries, as demonstrated above. The charity's beneficiaries include any and all patients of the Hospital and its staff.

FINANCIAL REVIEW

Reserves Policy

The reserves carried forward £146,330 (2018 - £161,693) are held in readily disposable investments and cash, for distribution as grants as required. At the balance sheet date the charity had funding commitments of £123,571.

In addition to funds set aside to pay for grants already approved but not yet paid, the trustees consider it appropriate to hold sufficient free reserves to cover at least one year's expected future operating costs (excluding any other grants to the hospital).

The total funds at the end of the year exceed this amount; the trustees do not consider the reserves to be excessive and they will continue to approve and pay for grants to the hospital out of these available reserves.

No funds are held as custodian trustee.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was established on 13 April 1977. The charity is unincorporated; it is controlled by its governing document, a deed of trust, which was most recently updated on 18 May 2017 and approved by the Charity Commission on 12 July 2017.

Organisational structure

The charity is managed by trustees. There must be at least six and not more than twelve trustees. One third of the trustees retire at the end of each Annual General Meeting and are eligible for re-election for a term of three years. Trustees elect a Chairman (who must be one of their number) and a Secretary and a Treasurer, all for fixed periods of office. A Chairman may not serve as such for more than six years.

Any member of the Friends who is eligible to be a trustee may stand for election at an Annual General Meeting. The trustees may, during the year, co-opt any eligible member to be a trustee to serve until the next Annual General Meeting, at which he or she may stand for election by the members.

The charity has three sub-committees (for Events, Finance and Governance), all of which have formal Terms of Reference as required by our governing document.

The charity has several further volunteers, including some hospital staff who advise the trustees, whose tireless work and assistance we gratefully acknowledge.

The charity has no employees.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Approved by order of the trustees on and signed on their behalf by

.....
R Markham Trustee

Friends of Bristol Eye Hospital
Independent Examiner's Report
For the Year Ended 28 February 2019

Independent examiners report to the Trustees of Friends of Bristol Eye Hospital

I report to the trustees on my examination of the accounts for Friends of Bristol Eye Hospital ("the charity") for the year ended 28 February 2019

Responsibilities and basis of report

As the charity trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act").

I report in respect of my examination of the charity'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 Charity Commission 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 charity as required by section 130 of the 2011 Act; or
2. the accounts do not comply with these 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 requirement 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.

.....
Michelle Ferris ACA

MW Medical
a trading name of Albert Goodman LLP
2 Westbury Mews
Westbury Hill
Westbury on Trym
Bristol
BS9 3QA

Date.....

Friends of Bristol Eye Hospital
Statement of Financial Activities
For the Year Ended 28 February 2019

	Note	Total Unrestricted Funds 2019 £	Total Unrestricted Funds 2018 £
Income from:			
Donations and legacies	2	18,080	86,794
Other trading activities	3	875	7,335
Investment income	4	1,519	1,062
Other income		1,999	2,745
Total income		<u>22,473</u>	<u>97,936</u>
Expenditure on:			
Raising funds	5	864	6,181
Charitable activities	6	36,972	35,131
Total expenditure		<u>37,836</u>	<u>41,312</u>
Net (expenditure) / income & net movement in funds		(15,363)	56,624
Total funds brought forward		161,693	105,069
Total funds carried forward		<u>146,330</u>	<u>161,693</u>

Friends of Bristol Eye Hospital
 Balance Sheet
 For the Year Ended 28 February 2019

		Unrestricted 2019		Unrestricted 2018	
		£	£	£	£
	Note				
Fixed assets					
Investments	8		-		153,000
Current assets					
Stock		586		582	
Debtors	9	2,433		2,532	
Cash at bank and in hand		4,155		5,734	
Investments	8	140,000		-	
		147,174		8,848	
Liabilities					
Creditors falling due within one year	10	(844)		(155)	
Net current assets			146,330		8,693
Net assets			146,330		161,693
The funds of the charity					
Unrestricted funds			146,330		161,693
Total charity funds			146,330		161,693

The notes on pages 8 to 13 form part of these accounts.

Approved by the Trustees on and signed on their behalf by:

.....
 R Markham
 Trustee

1. Accounting Policies

1.1 Basis of preparation

The financial statements have been prepared in £ sterling on the historic cost basis and 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) (effective 1 January 2015) – (Charities SORP (FRS 102)).

The charity meets the definition of a public entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Income

Income recognised in the period in which the Charity is entitled to receipt and the monetary value of income can be measured with sufficient reliability.

Dividends are recognised on the due date for payment and interest on a receivable basis grossed up for any recoverable taxation.

1.3 Expenditure

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the Charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds comprises the fees paid to the investment managers in connection with the management of the Charity's investments together with any other costs associated with the holding of investment assets.

Charitable activities include all direct and indirect costs incurred by the Charity in meeting its charitable objectives. Benefits payable are payments made to third parties in the furtherance of the charitable objectives of the Charity. Benefits payable are included in the Statement of Financial Activities when approved by the Trustees and the intended recipient has either received the funds or has been informed of the decision to pay the benefit. Where conditions are attached to the benefit, the benefits are accounted for when either the recipient has a reasonable expectation that they will receive the benefit and any condition attaching to it is outside of the control of the Trustees or the conditions attaching to the benefit have been fulfilled.

Governance costs comprise all costs incurred in running the charity itself as an organisation, and its compliance with regulation and good practice.

The Charity is not registered for VAT and irrecoverable VAT is aggregated with the expenditure on which it is incurred.

1.4 Fixed asset investments

Investments are recognised initially at fair value which is normally the transaction price (but excludes any transaction costs). Subsequently, investments are held at market value, with all realised and unrealised gains and losses passing through the Statement of Financial Activities.

During the year these have been reclassified as current asset investment as they can be drawn down at any time.

1.5 Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening market value (or purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later). Realised and unrealised gains are not separated in the Statement of Financial Activities.

1.6 Current asset investments

Current asset investments comprise instant access savings bonds, withdrawable at short notice. These have been reallocated from fixed asset investments during the year.

1.7 Debtors

Debtors relating to accrued interest are recognised when unconditionally due and reasonable assurance can be gained they will be received.

1.8 Cash at bank and in hand

Cash at bank and in hand comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

1.9 Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount.

1.10 Taxation

As a registered charity, the charity is not liable to corporation tax to the extent that income and gains is applied to charitable activities.

1.11 Funds

General funds are unrestricted funds receivable or generated for the objects of the charity without specified purpose and are available as general funds.

Friends of Bristol Eye Hospital
Notes to the Financial Statements
For the Year Ended 28 February 2019

2. Donations and Legacies	2019	2018
	£	£
Donations	16,750	18,032
Legacies	1,000	68,452
Subscriptions	330	310
	<u>18,080</u>	<u>86,794</u>
	<u><u>18,080</u></u>	<u><u>86,794</u></u>
3. Other trading activities	2019	2018
	£	£
Fundraising events	-	6,318
Cards Sale	418	758
Collection Boxes	302	209
Give as you live	85	50
Other income	70	-
	<u>875</u>	<u>7,335</u>
	<u><u>875</u></u>	<u><u>7,335</u></u>
4. Investment Income	2019	2018
	£	£
Interest Receivable	9	3
National Savings Income Bonds	1,510	1,059
	<u>1,519</u>	<u>1,062</u>
	<u><u>1,519</u></u>	<u><u>1,062</u></u>
5. Raising Funds	2019	2018
	£	£
“In Sight” magazine	-	655
Christmas card costs	269	584
Website and other publicity	297	353
Fundraising costs	298	-
Event costs	-	4,589
	<u>864</u>	<u>6,181</u>
	<u><u>864</u></u>	<u><u>6,181</u></u>

Friends of Bristol Eye Hospital
Notes to the Financial Statements
For the Year Ended 28 February 2019

6. Analysis of charitable expenditure

	2019	2018
	£	£
Grant funding (Note 6)	34,502	33,553
Support and governance costs (detailed below)	2,470	1,578
	<hr/>	<hr/>
	36,972	35,131
	<hr/> <hr/>	<hr/> <hr/>
Included in support and governance costs:	2018	2017
	£	£
Legal and professional fees	-	-
Membership subscription	530	514
Travel expenses and postage	435	344
Bank charges	65	-
Accountancy	720	-
- Independent examination	720	720
- Accountancy	720	720
	<hr/>	<hr/>
	2,470	1,578
	<hr/> <hr/>	<hr/> <hr/>

7. Grants payable

	£
Two piece trolley	515
Hire of Water Cooler – Queen Anne	432
Hire of Water Cooler – Medical records	432
IM&T VM Server	11,263
Tree Surgery – Queen Anne	792
25 Patient chairs – Victoria Ward	7,350
Lockers for staff	1,243
Icare Pro Tonometer	3,695
Dongles Thomson Software Solutions	600
Replacement Sim Specs	19
30 Patient chairs – Clinic waiting area	3,866
Replacement Mural	1,332
ECLO: AutoDrop Dispensers	360
Support for BEH staff party	50
Dishwasher for QA Staff Kitchen/Coffee Lounge	244
Just Plants	1,296
Aquarium Maintenance	636
Garden costs	377
	<hr/>
	34,502
	<hr/> <hr/>

All grants paid are to institutions with none paid to individuals.

Friends of Bristol Eye Hospital
Notes to the Financial Statements
For the Year Ended 28 February 2019

8. Investments

Movement in investments	2019 £	2018 £
National Savings Income bonds as at 1 March 2018	153,000	96,000
Additions during year	14,000	68,000
Disposals during year	(27,000)	(11,000)
National Savings Income bonds as at 28 February 2019	<u>140,000</u>	<u>153,000</u>

All investments are held to provide a return for the charity.

9. Debtors

	2019 £	2018 £
Other debtors	2,433	2,532
	<u>2,433</u>	<u>2,532</u>

10. Analysis of current liabilities

	2019 £	2018 £
Other creditors	124	155
Accruals	720	-
Total	<u>844</u>	<u>155</u>

Friends of Bristol Eye Hospital
Notes to the Financial Statements
For the Year Ended 28 February 2019

11. Analysis of charitable funds

	Fund b/fwd. 01.03.18 £	Income £	Expenditure £	Fund c/fwd. 28.02.19 £
Unrestricted funds	161,693	22,473	(37,836)	146,330
Total	161,693	22,473	(37,836)	146,330

Analysis of charitable funds – 2018

	Fund b/fwd. 01.03.17 £	Income £	Expenditure £	Fund c/fwd. 28.03.18 £
Unrestricted funds	105,069	97,936	(41,312)	161,693
Total	105,069	97,936	(41,312)	161,693

12. Trustees and employees

The charity has no employees, and hence none that receive remuneration of over £60,000 (2018 – none).

Trustees expenses amount to £435 during the period for reimbursement of expenses incurred in activities relating to the charity's operation (2018: £344).