

Friends of Bristol Eye Hospital
Trustees' Annual Report and Financial Statements
For the Year Ended 29 February 2020

Charity Registered in England and Wales Number: 274349

Friends of Bristol Eye Hospital
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Friends of Bristol Eye Hospital
Reference and Administrative Information
For the Year Ended 29 February 2020

Trustees Kevin Abbey (Appointed 20 November 2019)
Wendy Beatty
Dinah Harrison Secretary
Richard Markham Chairman
Kay McCluskey
James Reddish
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 FCA
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 29 February 2020

The trustees present their report with the financial statements of the charity for the year ended 29 February 2020. 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 (BEH) as BEH 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 BEH 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.

We had 19 grants outstanding at the start of the year. During the year, the trustees received eight new requests for grants from BEH and were pleased to approve them all. Of these 27 grants, we have paid 18; two have been replaced by new grants, one was withdrawn by BEH and six remain in progress at the year end. Grants paid during the year included:

- Purchase and maintenance of HRT3 Rostock Cornea Module Confocal Microscope, used to diagnose microbial keratitis and other devastating, painful and sight-threatening conditions affecting the cornea. Examination with this microscope enables much better diagnosis and is much more comfortable for patients than the alternative unpleasant invasive procedure of "scrapes".
- Purchase and maintenance of Forus Neo Portable Wide-angled Retinal Camera for diagnosing early eye problems in babies and young children to help prevent them from losing their sight. The camera has a specially designed wide-angled lens that gives a unique close up view of blood vessels behind the eye. It's portable so it can be taken to babies who are too ill to be moved to BEH, for instance at St Michael's Hospital, the Paediatric Intensive Care Unit of the Bristol Royal Hospital for Children and even patients' homes. It provides high quality images more quickly and more efficiently than the two previous cameras that were funded by the Friends some years ago which have helped more than 1,000 babies. This grant was jointly funded by the Friends (paying one-third) and Above & Beyond (paying two-thirds).
- Keeler Classic Portable Slit Lamp (and carry case), Indirect Ophthalmoscope and Practitioner Ophthalmoscope plus an Icare Tonometer all for the on-call BEH A&E team to take to examine patients in other Bristol hospitals – a so-called 'grab bag'. While other Bristol A&E departments have access to slit lamps, ophthalmology technology has evolved to support quicker and more thorough review, diagnosis and treatment of eye conditions in less invasive ways which is particularly important when dealing with children or the elderly. Moreover, patients do not have to be transferred to BEH.
- Three iPads for Immunosuppression Support Nurses who counsel and screen patients (in all areas of BEH) prior to immunosuppression therapy care, including patients with ocular inflammation in the uveitis, corneal and adnexal services. By allowing nurses to access each patient's details (including, for example, ordering blood tests and checking results, pharmaceutical records, appointments and medical evidence regarding treatment regimens etc) from anywhere in BEH, the iPads greatly enhance the quality of care provided, improve efficiency and allow nurses to spend more time with each patient.
- Keeler Vantage Plus LED Indirect Ophthalmoscope
- Icare Pro (TA03) Tonometer
- Oslo Ophthalmic Patients Chair with Armrests
- Sponsorship of Clinical Audit Seminars for BEH Staff
- Counselling Training Course for Immunosuppression Support Nurse
- Electronic patient call system (including display screen, ticket dispenser, tickets and installation)

Friends of Bristol Eye Hospital Trustees' Annual Report For the Year Ended 29 February 2020

- TV for Patients in Pre-op department
- Lockers for staff in A&E (male changing rooms)
- Replacement Refrigerator for Staff Kitchen
- Christmas Decorations in Patient Reception areas

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

We have introduced new processes to quicken the purchase of equipment funded by the Friends.

At our AGM in May 2019, Richard Markham, Kay McCluskey and Heather Walker were re-elected as trustees and James Reddish was first elected as a trustee, having been co-opted on 13 November 2018. Kevin Abbey was co-opted as a trustee on 20 November 2019.

Our new Donation and Membership Form issued in May 2018 invites new donors to tell us why they support us. This has proved most rewarding as many grateful patients have written kindly and appreciatively about their treatment and BEH staff – all most welcomed by staff (and by the trustees).

We held two fund-raising events during the year:

- A Race Night at Churchill Memorial Hall in May 2019 attended by 52 supporters was an entertaining triumph organised by Wendy & Nik Beatty. A total profit of £2,087 was generated by a very successful combination of sponsorship, advance 'selling' of horses plus auctions and betting on eight races. We gratefully acknowledge "The Kitchen Man" in Clifton who sponsored the event, all the Race Sponsors and everyone for their support.
- An evening with Mark Carwardine "*The Trials and Tribulations of a Zoologist*" at Ashton Court Mansion in September 2019 attracted exactly 100 guests raising a profit of £1,487. Many thanks to Mark for a fascinating and hugely enjoyable evening and to everyone who supported the event.

Over 60% of our total income in the year arose from legacies. Naturally such income varies significantly from year to year, but in the long run legacies account for the majority of our overall income.

Membership donations increased including significant growth in our regular donations.

We received large notable fund-raising donations or sponsorship from, amongst others, Alimera Sciences, Ashcombe Park Bowling Club, Bathampton Morrismen, Dyers' Company Charitable Trust, Moorwood Art, Novartis Pharmaceuticals UK Ltd, Royal Clarence Lodge, VISUfarma and Wendy House Nursery in Cannington. We were also very pleased to receive the proceeds from a raffle held by BEH staff at their Christmas social event.

As advised last year, our online donation platform MyDonate ceased to operate on 30 June 2019. Our new provider, the Wonderful Organisation, had commenced on 26 February 2019 and operated successfully through the year with 14 supporters using a credit or debit card without charge to pay us a total of £545 in donations, sponsorship or to buy event tickets. However, we were notified on 18 March 2020 that the service would cease on 31 March 2020 - as a consequence of the Covid-19 pandemic. We have appointed Donorbox as a replacement with effect from 10 April.

We have signed up to *Amazon Smile* which, like *Give as you Live*, enables anyone purchasing goods or services online to nominate us as a charity to receive a small percentage of the cost of their purchase.

After not issuing our newsletter *In Sight* in 2018 (we had no Publicity Officer), we published an enlarged 12 page edition of *In Sight* in March 2019 produced by our new Publicity Officer Kevin Abbey.

We have also considerably improved our publicity within BEH during the year, including:

- Four new display boards each containing copies of *In Sight* and Membership/Donation Forms to increase awareness and encourage new members and/or donors.
- A new large display near the BEH Boardroom (on the walkway off the stairs between the Ground Floor and Level 1). This is mainly aimed at staff but is also visible to patients using the stairs.
- A feather banner and two pull up display stands for use at our events and by our fund-raisers, such as the Ashcombe Park Bowling Club.
- Large promotional posters – one of which is displayed between the double doors at the main entrance into BEH – seen by thousands of patients and staff every day.

Friends of Bristol Eye Hospital

Trustees' Annual Report

For the Year Ended 29 February 2020

- New modern collecting goblets for distribution throughout BEH and elsewhere in and around Bristol.
- Moving our 'MoneySpinner' to a better location near the refurbished café and the patients' garden.
- Highlighting the location of the Friends' collecting box on the reception desk near the main entrance.
- Posters around BEH advertising our new facility to make donations by text on a mobile phone.
- At the invitation of the National Eye Research Council (NERC), based in BEH, we have written a leaflet explaining what the Friends do which NERC will distribute to all patients along with their own material seeking feedback for their research projects. The Friends do not fund research but seek to give immediate practical support to BEH and its patients.

We also subscribed to the Charity Choice website to promote ourselves amongst solicitors advising clients making wills - with a view to increasing our future income from legacies and to ensure that our name and Registered Charity Number are correctly recorded in wills or codicils. We are also working on a new leaflet to encourage and assist people who might wish to make bequests to us.

Above & Beyond informed us that, as part of their drive to raise funds for major refurbishment projects in Bristol hospitals, they were planning, with BEH's agreement, to boost their publicity and install contactless donation stations in BEH (and other Bristol NHS Trust hospitals) and enquired if we (and NERC) wished to do the same. After careful consideration, we decided not to do so as the potential returns did not justify the high installation and ongoing costs involved.

We have been working on a new website to be launched during 2020. This work includes a new logo which is being incorporated into our forms, documents and publicity material when they need to be reprinted for other reasons.

We made a few minor amendments to our Privacy Policy and published the new version on our website in May 2019.

Further details of our recent activities, including grants made, are contained in *In Sight* circulated to members and other supporters who request it. *In Sight* is also available at four locations in BEH, 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 Bristol Eye Hospital and its staff.

FINANCIAL REVIEW

Reserves Policy

The reserves carried forward £121,909 (2019 - £146,330) 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 £38,895.

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 BEH).

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 BEH 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. We thank all our volunteers for their work.

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.

After a thorough review, the trustees have concluded that our activities should not be materially impacted by the Covid-19 crisis and that our charity remains a going concern. This review included an assessment of the possible impacts on our income, outgoings, asset values, delivery of our services and our governance – as recommended by Charity Commission guidance issued on 23 March 2020.

Statement of Trustees Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

Friends of Bristol Eye Hospital
Trustees' Annual Report
For the Year Ended 29 February 2020

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed/constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

.....

Richard Markham
Trustee

Friends of Bristol Eye Hospital
Independent Examiner's Report
For the Year Ended 29 February 2020

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 29 February 2020.

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 FCA

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 29 February 2020

	Note	Total Unrestricted Funds 2020 £	Total Unrestricted Funds 2019 £
Income from:			
Donations and legacies	2	68,270	18,080
Other trading activities	3	9,911	875
Investment income	4	1,044	1,519
Other income		2,375	1,999
Total income		81,600	22,473
Expenditure on:			
Raising funds	5	5,453	864
Charitable activities	6	100,568	36,972
Total expenditure		106,021	37,836
Net (expenditure) / income & net movement in funds		(24,421)	(15,363)
Total funds brought forward		146,330	161,693
Total funds carried forward		121,909	146,330

Friends of Bristol Eye Hospital

Balance Sheet

As at 29 February 2020

		£	2020 £	£	2019 £
	Note				
Current assets					
Stock		405		586	
Debtors	9	2,329		2,433	
Cash at bank and in hand		4,495		4,155	
Investments	8	124,000		140,000	
		<hr/>		<hr/>	
		131,229		147,174	
Liabilities					
Creditors falling due within one year	10	(9,320)		(844)	
		<hr/>		<hr/>	
Net current assets			121,909		146,330
			<hr/>		<hr/>
Net assets			121,909		146,330
			<hr/> <hr/>		<hr/> <hr/>
The funds of the charity					
Unrestricted funds	11		121,909		146,330
			<hr/>		<hr/>
Total charity funds			121,909		146,330
			<hr/> <hr/>		<hr/> <hr/>

The notes on pages 10 to 15 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 comprise 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 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.

1.5 Current asset investments

Current asset investments comprise instant access savings bonds, withdrawable at short notice.

1.6 Debtors

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

1.7 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.

1.8 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.

Grants that meet the recognition criteria set out in note 1.3 but have not been paid as at the year end are recognised as a liability.

1.9 Taxation

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

1.10 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 29 February 2020

2. Donations and legacies	2020	2019
	£	£
Donations	18,947	16,750
Legacies	49,108	1,000
Subscriptions	215	330
	<u>68,270</u>	<u>18,080</u>
	<u><u>68,270</u></u>	<u><u>18,080</u></u>
3. Other trading activities	2020	2019
	£	£
Fundraising events	5,024	-
Cards sale	414	418
Collection boxes	564	302
Give as you live	36	85
Other income	3,873	70
	<u>9,911</u>	<u>875</u>
	<u><u>9,911</u></u>	<u><u>875</u></u>
4. Investment income	2020	2019
	£	£
Interest receivable	10	9
National Savings Income Bonds	1,034	1,510
	<u>1,044</u>	<u>1,519</u>
	<u><u>1,044</u></u>	<u><u>1,519</u></u>
5. Raising funds	2020	2019
	£	£
“In Sight” magazine	1,695	-
Christmas card costs	181	269
Website and other publicity	1,367	297
Fundraising costs	517	298
Event costs	1,693	-
	<u>5,453</u>	<u>864</u>
	<u><u>5,453</u></u>	<u><u>864</u></u>

Friends of Bristol Eye Hospital
Notes to the Financial Statements
For the Year Ended 29 February 2020

6. Analysis of charitable expenditure

	2020	2019
	£	£
Grant funding (Note 7)	98,439	34,502
Support and governance costs (detailed below)	2,129	2,470
	<u>100,568</u>	<u>36,972</u>
Included in support and governance costs:	2020	2019
	£	£
Membership subscription	557	530
Travel expenses and postage	792	435
Bank charges	60	65
Accountancy	300	720
- Independent examination	420	720
- Accountancy		
	<u>2,129</u>	<u>2,470</u>

7. Grants payable

	£
HRT3 Confocal Microscope	45,349
Sponsorship of Clinical Audit Seminar	1,727
Neo Forus Contact Wide angle	15,000
Neo Forus Camera Premier Maintenance contract	5,825
Just Plants	1,296
TV for Pre-Op Department	445
Patient Call System Number Cards	448
Removal of Old Mural on Level 3	500
Lockers for staff in A&E	400
Counselling Course for Immunosuppression Support Nurse	300
Patient Call System Inc. Licence Fees	5,358
Fridge for Secretaries	204
Garden Expenditure	422
Oslo Ophthalmic Patients Chair	1,521
Christmas Decorations in BEH Reception	98
Aquarium Annual Maintenance	480
'Grab bag' of Portable Slit Lamp	10,472
iPads (3) for Immunosuppression Specialist Nurses	2,235
Icare Pro (TA03) Tonometer	2,599
Keeler Vantage Plus LED Indirect Ophthalmoscope	3,760
	<u>98,439</u>

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 29 February 2020

8. Investments

Movement in investments	2020 £	2019 £
National Savings Income bonds as at 1 March 2019	140,000	153,000
Additions during year	53,000	14,000
Disposals during year	(69,000)	(27,000)
National Savings Income bonds as at 29 February 2020	<u>124,000</u>	<u>140,000</u>

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

9. Debtors

	2020 £	2019 £
Other debtors	2,329	2,433
	<u>2,329</u>	<u>2,433</u>

10. Analysis of current liabilities

	2020 £	2019 £
Other creditors	8,600	124
Accruals	720	720
Total	<u>9,320</u>	<u>844</u>

Friends of Bristol Eye Hospital
Notes to the Financial Statements
For the Year Ended 29 February 2020

11. Analysis of charitable funds

	Fund b/fwd. 01.03.19 £	Income £	Expenditure £	Fund c/fwd. 29.02.20 £
Unrestricted funds	146,330	81,603	(106,024)	121,909
Total	146,330	81,603	(106,024)	121,909

Analysis of charitable funds – 2019

	Fund b/fwd. 01.03.18 £	Income £	Expenditure £	Fund c/fwd. 28.03.19 £
Unrestricted funds	161,693	22,473	(37,836)	146,330
Total	161,693	22,473	(37,836)	146,330

12. Trustees and employees

The charity has no employees, and hence none that receive remuneration of over £60,000 (2019: none).

Trustees expenses amount to £792 during the period for reimbursement of expenses incurred in activities relating to the charity's operation (2019: £435).