



**The Princess Alexandra Hospital NHS Trust Charitable Fund
Annual Report and Accounts 2018-19**

The Princess Alexandra Hospital NHS Trust Charitable Funds Annual Report and Accounts 2018-19

OUR BACKGROUND

The Princess Alexandra Hospital NHS Trust Charitable Fund (the "Charity"), was formed under a trust deed dated 21 March 1996 and is registered with the Charity Commission, registration number 1054745.

The Princess Alexandra Hospital NHS Trust Charitable Fund is registered as an Umbrella Fund which encompasses three unrestricted special funds; The Princess Alexandra Hospital General Fund, The St Margaret's Hospital General Fund and The Herts and Essex Hospital General Fund.

The Trustee of the Charity is The Princess Alexandra Hospital NHS Trust (the "Trust"), a Body Corporate. This responsibility is managed by the Board members, with voting rights, of the Trust.

Charitable Funds received by the charity are accepted and held and administered as funds and property held on trust for purposes relating to the health service in accordance with the National Health Service Act 1977 and the National Health Service and Community Care Act 1990 and these funds are held on trust by the corporate body.

The beneficiaries of the Charity are the patients, staff and visitors of The Princess Alexandra Hospital NHS Trust.

OUR OBJECTIVES

Through fundraising activities, events and appeals we will further improve the provision of high quality patient care at the cutting edge of technology throughout the Trust, focusing on areas not covered or fully supported by central NHS funds. The Trust Board confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's activities and objectives and in planning future activities.

The Trust Board shall hold the Charitable Fund, and apply the income where applicable, and at their discretion the capital for any charitable purposes or purposes relating to the National Health Service. Within the single registered charity there are a number of funds for the Trust, each managed by a fund manager. There is specific criteria documented and funds should be spent in line with the purposes of the fund. This criteria is for internal guidance only and has no legal standing. However, expenditure from funds given by the general public must be seen as being appropriate and in line with their wishes. The receipt given for donations is in line with Charity Commission guidelines and states that the funds will be used 'for the general purposes of (the) charity, and I desire they use such sum to ...' This means that the Charity will try to spend the cash in accordance with the donor's wishes, but retains the right to use discretion. Unless raised for a specific object, Charitable Funds should be spent within a three year time period for the purposes of the fund and should not be built up for future years.

OUR ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

During the year, the funds continued to support a wide range of charitable and health related activities benefiting both patients and staff. In general they are used to purchase the very varied additional goods and services that the NHS is unable to provide. Charitable funds were used to purchase much needed equipment, for example, a vein viewing system for Harvey Ward and a parent sleeper beds for Dolphin Ward. More in depth examples of how Charitable funds have benefitted the staff, patients and visitors can be found in the case studies on the following three pages of this report.

Case Study - NICU BLISS Training

Our Neonatal Intensive Care Unit (NICU) is widely supported and are thankful for the many charitable donations they receive, including a great gift from a local company, the Land Sheriffs of Harlow.

The Land Sheriffs have a close connection to NICU and the fantastic work that they do every day and their staff raised funds totalling £6,240 by taking part in a tough mountain climb.

Their generous support allowed all 45 of our NICU nurses to attend training with baby care charity BLISS, a UK charity for babies born prematurely or sick.

The two day neonatal training course helps to improve staff knowledge and skills around caring for babies and their families to improve long term neurological and developmental outcomes.

The Princess Alexandra Hospital NHS Trust NICU became the first unit nationally to have all their team trained on the course.

NICU staff said "We look forward to implementing our updated knowledge and skills to promote the wellbeing of our babies and supporting families to have positive interactions with their baby and how to understand their cues".

Case Study - Gibberd Ward Garden Project

There are currently around 20,000 people living with dementia in the Essex area. The local community utilises the services of Princess Alexandra Hospital 365 days a year and around 20% of the daily inpatients have some form of dementia.

The project aim is to re-design and landscape the existing area behind Gibberd Ward into a sensory garden for patients living with dementia, in order to promote well-being and encourage mobilisation, which in turn helps prevent loss of function.

It will also assist in reducing the social isolation sometimes experienced within a hospital admission stay. It is hoped the garden will also enhance well-being for the patients' family, carers and ward staff, and has the potential to become a safe haven for other patients within the hospital.

OUR ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE (continued)

Case Study - Gibberd Ward Garden Project (continued)

The project grew from an idea which came from a discussion at a carers group where two relatives met and spoke about their family members who are living with dementia, and the sense of hopelessness and poor self esteem they felt from being no longer able to work, but remaining very active.

Having applied to Tesco PLC (via their GroundWorks scheme), we were delighted to be awarded a grant of £4,000 as the beginning of our fundraising efforts. These monies paid to have the area fenced to ensure the safety of our patients, and for a small shed to store garden tools.

Fundraising for the Gibberd Ward Garden Project has not only enabled us to develop the sensory garden, it has also raised the profile of dementia care within the wider organisation and the local community.

Further fundraising activities are planned for the future, including a Vintage Garden Fete in June 2019, which we hope will raise sufficient monies to continue this wonderful project.

Fundraising events and appeals continued to be held during 2018-19 and once again proved to be very successful. Some examples of the events held are the annual Clay Pigeon Shooting Day which raised £61,000, a trek along the Inca Trail which raised £32,000 and an annual winter SnowBall which raised £28,000. There are four ongoing Appeal funds within the Charity which aim to raise monies for vital equipment for various areas of the hospital to further enhance patient care. These appeals are the Long Live Liver Appeal, My Life Memory Software Appeal, CT Equipment Appeal and the Maternity Equipment Appeal. The case study below highlights one of the successful appeals from the year.

Case Study - Bilirubinometers (Maternity Equipment Appeal)

In 2018-19, thanks to donations received from grateful families, the Charity was able to spend £34,000 on 9 jaundice monitors (Bilirubinometers). These are machines used to test for jaundice in new-born babies, and being able to buy 9 has made a big difference to the treatment and care that we can provide to new mothers and babies.

Each community Midwifery team, the postnatal ward and the Birthing Unit, now have their own monitor. Having these machines means that midwives can now test for jaundice without taking blood from the baby, which is unpleasant for the baby and stressful for the mother.

Community midwives will now be able to test for jaundice while visiting mother and baby and will get immediate results without having to bring the blood samples back to the hospital for testing. Access to instantaneous results, whether in the home or at the hospital, means that treatments can be started sooner (when needed), and when in hospital, mother and baby can get back home sooner.

OUR ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE (continued)

Breast Unit

The Breast Unit is one of the largest breast cancer clinical trials facilities in Hertfordshire, Essex and North London and has raised over £3 million, which has been used to purchase specialist equipment, introduce new initiatives and fund further research into breast cancer.

The majority of the fundraising events raise vital monies for our Breast Care unit, and the funds they raise are used to support funding of Research Nurses for clinical trials, the provision of Fabulous and Beautiful, Mind Body Vitality and exercise programmes to support breast cancer patients on their journey.

Case Study - Royal Parks Half Marathon

On Sunday 13th October, 75 runners took part in the Royal Parks Half Marathon, a 13.1 mile route around London, taking in some of the world famous landmarks and four of the eight Royal Parks .

A space was booked in a marquee at the event to allow runners, families, friends and supporters to meet, and provided a great opportunity to say thank you and to raise awareness and provide further information about the work of the Charity, and in particular the Breast Unit Fund.

We continue to raise money for breast cancer clinical trials in order that we can improve understanding and help find new ways to prevent, diagnose and treat different kinds of breast cancer, and will be holding this event again in 2019.

LEGACIES

During the year, the Charity received notification of legacies bequeathed totalling £209,000.

A legacy of £65,000 was bequeathed to the Eye Unit, and the intention is to use these monies to purchase an OPTOS Fundus Autofluorescence system for the screening of Hydroxychloroquine Retinopathy.

Hydroxychloroquine is a medication used to treat several conditions including rheumatoid arthritis, systemic lupus erythematosus, some skin conditions (especially photosensitive ones) and others that involve inflammation. It is known that some people who take hydroxychloroquine for more than five years and/or in high doses are at increased risk of damage to their retina, the light sensitive layer of cells at the back of the eye. This is known as retinal toxicity or retinopathy. Severe retinopathy, especially in the central area called the macula, causes significant, irreversible sight loss.

The Princess Alexandra Hospital NHS Trust Charitable Funds Annual Report and Accounts 2018-19

LEGACIES (continued)

A legacy of approximately £110,000 was bequeathed to the Neurology Department (including but not restricted to Stroke patients). The intention is to use these monies to optimise clinicians current knowledge base and the services they provide in improving the care of those patients presenting with a stroke. Some specific ways this could be achieved are:

- Supporting consultants in targeted stroke education through support of materials, course and conferences on neuroradiology and advanced stroke management.
- Purchase a small EMG machine to optimise delivery of botulinum toxin and support the development of the skill set of clinicians for EMG guided techniques.
- Support the development of acute assessment services for earlier detection of strokes.
- Develop the role of an acute CNS who would liaise with specialist stroke centres to ensure seamless management of patients with stroke at The Princess Alexandra Hospital.

A legacy of £36,000 was notified to the Charity for the General Purpose Fund. Possible uses for this income are being considered for once the legacy is complete and the actual amount received is known.

FUTURE PLANS

Mindful of the many changes in the NHS, the future direction of the Charity will be shaped by those changes. The reconfiguration of services and the plans for redesigning patient care to meet the needs of the future will influence the priorities for spending charitable funds. However, the Charity will continue to meet its objectives in the future.

A Fundraising Co-Ordinator has now been appointed to implement the fundraising strategy for the Charity as a whole and implement ways to generate more funds to allow the objectives of the Charity to be achieved.

FINANCIAL REVIEW

These financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland (FRS102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015. These can be found on pages 14-24 of this report.

The Charity is constituted of 99 individual funds as at 31 March 2019 (104 in 2017-18).

Income

The Charity received income for the year totalling £844,000, an increase of £97,000 compared to 2017-18.

This income is comprised of donations of £151,000 (decreased from £211,000 in 2017-18), the majority of which were made by patients and visitors (in excess of 1000 donations).

The Princess Alexandra Hospital NHS Trust Charitable Funds Annual Report and Accounts 2018-19

Income (continued)

The charity received legacy income of £175,000 in 2018-19 (nil in 2017-18). £110,000 of this income is accrued pending completion of the legacy as a whole, and will be utilised accordingly once complete. £65,000 was bequeathed to the Eye Unit in February 2019. Of the amount of £17,600 received for ITU in 2016-17, the remaining £12,803 has been utilised to purchase specialist equipment for the unit, and the legacy is now fully utilised.

The Charity received investment income of £3,000 (£1,000 in 2017-18).

Income from activities for generating funds totalling £515,000 (£535,000 in 2017-18) has been received into the Charity. Of this income, £465,000 was raised for the purposes of research, £1,000 for the Long Live Liver Appeal, £1,000 for the CT Equipment Appeal, £41,000 for the Maternity Equipment Appeal, £1,000 for the My Life Memory Software Appeal and £6,000 for the Improving Cancer Services Appeal.

Expenditure

During the year the Charity provided support in the form of education and training, and the supply of medical equipment and expended resources totalling £399,000 (£550,000 in 2017-18).

These comprised contributions to The Princess Alexandra Hospital NHS Trust of £278,000 (£444,000 in 2017-18), of which the majority were for medical equipment, computer hardware and software and furniture for the wards. Expenditure of £13,000 (£37,000 in 2017-18) was made for staff welfare and amenities and £108,000 (£69,000 in 2017-18) for patient welfare and amenities.

Investments

Investments held by the Charity have been acquired in accordance with the powers available to the Trust Board. The policy for the current investments is to hold cash funds in secure interest bearing bank accounts.

The investments realised an increased level of income in 2018-19 to those received in 2017-18, due to higher balances being held in the interest bearing bank accounts.

Reserves Policy

The Charitable Fund looks to maintain fund balances to allow for a minimum of 6 months of operating costs (administrative and fundraising) and does not hold designated reserves. The Trust Board confirms that the Charity's assets are available and adequate to fulfil the obligations of the Charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Princess Alexandra Hospital NHS Trust Charitable Fund was formed under a trust deed dated 21 March 1996 and is registered with the Charity Commission, registration number 1054745.

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

The responsibility for the identification, implementation and monitoring of the strategic direction of the Charity is performed by the Trust Board of Directors. This is made up of a Chairperson, nine Executive Directors (four non-voting), including the Chief Executive, six Non-Executive Directors and one Associate Non-Executive Director. The Executive Directors are responsible for the day-to-day running of the Charity. The Non-Executive Directors are appointed by the Secretary of State for Health or independently by the Board for their specialist expertise and/or local knowledge.

Appointments to Executive Director posts, including that of the Chief Executive, follow a common process. Posts are normally advertised nationally and short-listed candidates meet with senior Trust and local health economy staff prior to formal interview. The final decision on appointments is made by an interview panel, chaired by the Trust Chair, which includes executive level staff from NHS Improvement and local Clinical Commissioning Groups (CCG's), other Trust Non-Executive Directors and an external assessor.

There are no formal training procedures in place for all members of the Trust Board relating specifically to the Charity. However, the Non-Executive Directors who are members of the Charitable Funds Committee regularly attend sessions provided by the Association of NHS Charities where topics including GDPR, Innovation in the NHS and Investment and Charity Policies are discussed. Briefings from the Association are included in the papers for each meeting of the Charitable Funds Committee.

The Trust Board have adopted policies which achieve the objects stated by ensuring funds are used for the purpose for which the donor intended and are not accumulated unless part of a greater project or fund raising scheme.

Risk Management

The Trust Board have the overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. The systems of financial control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

- regular consideration by the Charitable Funds Committee of financial results;
- delegation of authority and segregation of duties; and
- identification and management of risks.

The Trust Board will continue to monitor risks and set up or amend formal policies to mitigate them. There is a formal, Trust wide risk management process in place, detailed in the Trusts' Governance and Risk Management Strategy and it is the intention of the Trust Board to perform a review of the following categories of risk; governance and management, operational, external factors and compliance with laws and regulations. The Trust Board will identify the primary risks applicable to the Trust in each category and develop action plans to mitigate the risks identified.

The Princess Alexandra Hospital NHS Trust Charitable Funds Annual Report and Accounts 2018-19

REFERENCE AND ADMINISTRATIVE DETAILS

The Princess Alexandra Hospital NHS Trust Charitable Fund is registered with the Charity Commission, registration number 1054745. It's working name is The Princess Alexandra Hospitals Charity.

The Princess Alexandra Hospital NHS Trust Charitable Fund is registered as an Umbrella Fund which encompasses three unrestricted special funds whose names and objects are as follows:

The Princess Alexandra Hospital General Fund

For any charitable purpose or purposes relating to the National Health Service wholly or mainly for the service provided by The Princess Alexandra Hospital.

The St. Margaret's Hospital General Fund

For any charitable purpose or purposes relating to the National Health Service wholly or mainly for the service provided by The St. Margaret's Hospital.

The Herts & Essex Hospital General Fund

For any charitable purpose or purposes relating to the National Health Service wholly or mainly for the service provided by The Herts & Essex Hospital.

The purposes of the unrestricted funds are to support any charitable purpose relating to the NHS; 98 particular designated funds and 1 unrestricted fund have been created to reflect the non binding wishes of donors (104 in 2017-18).

The Charity's assets consist of cash investments, which are available and adequate to fulfil the obligations of all the above funds.

The Charity has no paid or unpaid volunteers, and no paid employees, but is supported in its activities by The Princess Alexandra Hospital NHS Trust. The administrative function is performed by the Finance Department of The Princess Alexandra Hospital NHS Trust, the services of which are reimbursed by the Charity.

For day to day operations the Charitable Funds adhere to the Standing Orders and Standing Financial Instructions of the Corporate body (The Princess Alexandra Hospital NHS Trust).

Our Principal Office

The Princess Alexandra Hospital NHS Trust Charitable Fund
Hamstel Road
Harlow
Essex
CM20 1QX
Telephone: 01279 444455

**The Princess Alexandra Hospital NHS Trust Charitable Funds
Annual Report and Accounts 2018-19**

REFERENCE AND ADMINISTRATIVE DETAILS (continued)

Trustees

The Trustee of the Charity is The Princess Alexandra Hospital NHS Trust governed by the law applicable to Trusts, principally the Trustee Act 2000 and the Charities Act 2011. This responsibility is managed by the Board members, with voting rights, of the Trust.

Board members for the period 1 April 2018 to 31 March 2019 are listed below:

Chairman

Alan Burns - *(to 30 November 2018)*

Steve Clarke - *(from 3 December 2018)*

Executive Directors

Lance McCarthy - *Chief Executive Officer*

Trevor Smith - *Chief Financial Officer*

Dr Andy Morris - *Chief Medical Officer*

Stephanie Lawton - *Chief Operating Officer*

Nancy Fontaine - *Chief Nurse (to 26 July 2018)*

Sharon Cullen - *Interim Chief Nurse (23 July to 30 October 2018)*

Sharon McNally - *Director of Nursing & Midwifery (from 1 October 2018)*

Jim McLeish - *Director of Quality Improvement (non-voting)*

Marc Davis - *Director of Pathways and Partnerships (non-voting)*

Raj Bhamber - *Interim Director of HR (non-voting) (to 31 July 2018)*

Ogechi Emeadi - *Director of People (from 1 August) (non-voting)*

Michael Meredith - *Director of Strategy and Estates (from 4 June 2018) (non-voting)*

Non Executive Directors

The following non-executive directors were in post during the period 2018/19:

Steven Bright - *(to 2 October 2018)*

John Hogan

Andrew Holden

Pam Court

James Anderson

Helen Glenister - *(from 1 April 2018)*

Helen Howe - *Associate Non-Executive Director (from 11 June 2018)*

The following non-executive directors have been appointed to post after the end of the reporting period of this Annual Report:

George Wood *(from 1 July 2019)*

John Keddie *(from 1 July 2019)*

The Trustees are assisted in their work by a number of professional advisors, as detailed below:

Independent Examiners

Ernst & Young LLP

400 Capability Green

Luton

LU1 3LU

The Princess Alexandra Hospital NHS Trust Charitable Funds Annual Report and Accounts 2018-19

REFERENCE AND ADMINISTRATIVE DETAILS (CONTINUED)

Bankers

Barclays Bank PLC
Water Gardens
Harlow
Essex
CM20 1AN

RBS
280 Bishopsgate
London
EC2M 4RB

PARTNERSHIP WORKING AND NETWORKS

The Princess Alexandra Hospital NHS Trust Charitable Fund is one of 129 NHS linked charities in England and Wales who are eligible to join the Association of NHS Charities. As a member charity, we have the opportunity to discuss matters of common concern and exchange information and experiences and to participate in conferences and seminars which offer support and education for our trustees.

We remain indebted to the work of the WRVS who support us at St Margaret's Hospital.

There are many ways in which the staff and public can help to raise funds for the Charity. These include:

- Making a donation – donations can be made by cash or cheque, and these donations can be received by the ward or department concerned, the Cashier's office within Princess Alexandra Hospital or by post to the Finance Department. Donations can also be made online through www.justgiving.com/pahnhs.
- Holding or taking part in a fundraising event
- Setting up a regular donation
- Leaving a gift to the Charitable Fund in your will.

Please contact the Fundraising Team (paht.fundraising@nhs.net) for more ideas on how you could help.

THANK YOU

On behalf of the staff and patients who have benefited from improved services due to donations and legacies, the Corporate Trustee would like to thank all patients, relatives and staff who have made charitable donations.

**The Princess Alexandra Hospital NHS Trust Charitable Funds
Annual Report and Accounts 2018-19**

TRUSTEE STATEMENTS

Statement of Trust Board's Responsibilities in respect of the financial statements.

Under charity law, the Trust Board are responsible for preparing the Trustee's Annual Report and Accounts for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that period.

In preparing these financial statements, generally accepted accounting practice requires that the Board of Directors:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether the recommendations of SORP have been followed, subject to any material departures disclosed and explained in the financial statements
- State whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trust Board are required to act in accordance with the Trust Deed and the rules of the charity within the framework of trust law. The Trust Board are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the Trust Board to ensure that, where any statements of accounts are prepared by the Trust Board under section 132(1) of the Charities Act 2011, those Directors have general responsibility for taking such steps as are reasonably open to the Trust Board to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The Trust Board confirm that they have met the responsibilities set out above and complied with the requirements for preparing the accounts. The financial statements set out on pages 14 to 24 attached have been compiled from and are in accordance with the financial records maintained by the Trust Board.

By Order of the Trust Board



**Chair of Charitable Funds Committee
(Non- Executive Director)**

5.12.19

Date



Chief Financial Officer

5/12 / 19

Date

The Princess Alexandra Hospital NHS Trust Charitable Funds Annual Report and Accounts 2018-19

Independent examiner's report to the trustee of The Princess Alexandra Hospital NHS Trust – Charitable Fund

I report on the accounts of The Princess Alexandra Hospital NHS Trust – Charitable Fund for the year ended 31 March 2019, which are set out on pages 14 to 24.

Respective responsibilities of trustee and independent examiner

The charity's trustee is responsible for the preparation of the accounts. The trustee considers that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My 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 examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give 'true and fair' view which is not a matter considered as part of an independent examination.

I 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.

**The Princess Alexandra Hospital NHS Trust Charitable Funds
Annual Report and Accounts 2018-19**

Use of our report

This report is made solely to the trustee, as a body, in accordance with our engagement letter dated 16 April 2018. The examination has been undertaken so that we might state to the trustee those matters that are required to be stated in an examiner's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the trustee as a body, for this examination, for this report, or for the statements made.



Debbie Hanson
For and on behalf of Ernst & Young LLP
Relevant professional qualification or body: CIPFA
400 Capability Green, Luton, LU1 3LU

Date: 21 January 2020

The Princess Alexandra Hospital NHS Trust Charitable Funds
Annual Report and Accounts 2018-19

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2019

		2018-19		2017-18	
	Note	Unrestricted Funds £000's	Designated Funds £000's	Total Funds £000's	Total Funds £000's
Income and endowments from:					
Donations and legacies	3	11	315	326	211
Other income	4	0	515	515	535
Investments	5	0	3	3	1
Total		11	833	844	747
Expenditure on:					
Raising funds	1g/6	0	(244)	(244)	(298)
Charitable activities					
- Contributions to the Trust	7	(2)	(200)	(202)	(311)
- Medical research	7	0	(90)	(90)	(165)
- Patient welfare and amenities	7	0	(108)	(108)	(69)
- Staff welfare and amenities	7	0	(13)	(13)	(37)
Total		(2)	(655)	(657)	(880)
Net income/(expenditure)		9	179	187	(133)
Transfers between funds		(15)	15	0	0
Net movement in funds		(7)	194	187	(133)
Reconciliation of funds:					
Total funds brought forward	18	14	455	469	602
Total funds carried forward		7	649	656	469

The Princess Alexandra Hospital NHS Trust Charitable Funds
Annual Report and Accounts 2018-19

BALANCE SHEET AS AT 31 MARCH 2019

	Note	2018-19 £000's	2017-18 £000's
Current assets:			
Debtors	13	175	90
Cash and cash equivalents	14	512	458
Total current assets		687	548
Liabilities:			
Creditors: Amounts falling due within one year	15	(31)	(79)
Net current assets		656	469
Total net assets		656	469
The funds of the charity:			
Unrestricted funds	18	7	14
Designated funds	18	649	455
Total charity funds		656	469

The Princess Alexandra Hospital NHS Trust Charitable Funds
Annual Report and Accounts 2018-19

STATEMENT OF CASH FLOWS AS AT 31 MARCH 2019

	Note	2018-19 Total Funds £000's	2017-18 Total Funds £000's
Cash flows from operating activities:			
Net cash provided by/(used in) operating activities	1(m)/16	51	(124)
Cash flows from investing activities:			
Dividends, interest and rents from investments	5	3	1
Net cash provided by investing activities		<u>3</u>	<u>1</u>
Increase/(decrease) in cash and cash equivalents		<u>54</u>	<u>(123)</u>
Cash and cash equivalents as at 1 April	1(m)/14	458	581
Cash and cash equivalents as at 31 March	1(m)/14	<u>512</u>	<u>458</u>

These financial statements were approved by the Trust Board (as Corporate Trustee) on 5th December 2019 and signed on their behalf



Chair of Charitable Funds Committee
Non-Executive Director

5.12.19

Date



Chief Finance Officer

5/12/19

Date

NOTES TO THE ACCOUNTS

1. Accounting Policies

(a) Basis of Preparation

These financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland (FRS102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

Going concern:

The Trust Board consider that the Charity is a going concern. Fund balances are stable, with growth predicted for the future year. The Trust Board consider that there are no material uncertainties about The Princess Alexandra Hospital NHS Trust Charitable Fund and its ability to continue as a going concern. There are no material uncertainties affecting the current year accounts.

(b) Funds structure

The Princess Alexandra Hospital NHS Trust Charitable Fund is registered as an Umbrella Fund encompassing three unrestricted special funds whose names and objects are:

The Princess Alexandra Hospital General Fund

For any charitable purpose or purposes relating to the National Health Service wholly or mainly for the service provided by The Princess Alexandra Hospital.

The St. Margaret's Hospital General Fund

For any charitable purpose or purposes relating to the National Health Service wholly or mainly for the service provided by The St Margaret's Hospital.

The Herts & Essex Hospital General Fund

For any charitable purpose or purposes relating to the National Health Service wholly or mainly for the service provided by The Herts and Essex Hospital.

The purposes of the unrestricted funds are to support any charitable purpose relating to the NHS; 98 particular designated funds and 1 unrestricted fund have been created to reflect the non-binding wishes of donors (104 in 2017-18).

(c) Incoming Resources

Cash donations, gifts, legacies, investment income and income from fund raising events are included in the full statement of financial activities as soon as the conditions for receipt have been met and there is reasonable assurance of receipt.

The Charity received no gifts in kind.

(d) Incoming resources from legacies

Legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is virtually certain; this will be once confirmation has been received from the representatives of the estate(s) that payment of the legacy will be made or property transferred and once all conditions attached to the legacy have been fulfilled.

(e) Resources expended and irrecoverable VAT

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- There is a present legal or constructive obligation resulting from a past event
- It is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
- The amount of the obligation can be measured or estimated reliably.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

(f) Allocation of overhead and support costs

Support costs are those costs which do not relate directly to a single activity. These include some staff costs, costs of administration and internal and external examination/audit costs. Support costs have been apportioned between fundraising costs and charitable activities on the basis of fund balances.

(g) Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the Charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs. The total costs of each category of charitable expenditure include an apportionment of support costs as shown in note 9.

(h) Debtors

Debtors are amounts owed to the Charity. They are measured on the basis of their recoverable amount.

(i) Cash and cash equivalents

Cash at bank and in hand is held to meet the day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid investments in interest bearing savings accounts.

**The Princess Alexandra Hospital NHS Trust Charitable Funds
Annual Report and Accounts 2018-19**

1. Accounting Policies (continued)

(j) Creditors

Creditors are amounts owed by the Charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

Amounts which are owed in more than a year are shown as creditors: amounts falling due after more than one year.

(k) Realised gains and losses

There are no realised gains or losses in 2018-19 (nil in 2017-18).

(l) Events after the end of the reporting period

No events (either adjusting or non-adjusting) occurred after the end of the reporting period for 2018-19 (nil in 2017-18).

2. Related Party Transactions

The Princess Alexandra Hospital NHS Trust Charitable Fund is managed by The Princess Alexandra Hospital NHS Trust, a corporate body established by order of the Secretary of State for Health. As such, the Trust is the ultimate controlling party and the

Details of The Princess Alexandra Hospital NHS Trust are:

Nature of business	2018-19		2017-18	
	Turnover	Adjusted Financial Performance	Turnover	Adjusted Financial Performance
	£000's	£000's	£000's	£000's
Provision of healthcare	236,700	(16,542)	213,231	(28,435)

Unqualified audit reports have been issued in both 2017-18 and 2018-19 on the accounts of The Princess Alexandra Hospital NHS Trust.

The Trust Board received no remuneration or re-imbursement of expenses from the Charitable Fund during 2018-19 (nil in 2017-18).

The main beneficiaries of the charity are the patients and staff of The Princess Alexandra Hospital NHS Trust. The Charity has provided grant funding for items purchased on behalf of these beneficiaries totalling £399,000 as detailed in notes 7 and 8 of these

Expenditure of the charity is considered to be a grant to The Princess Alexandra Hospital NHS Trust, as the staff, patients and visitors of the Trust are the ultimate beneficiaries.

**The Princess Alexandra Hospital NHS Trust Charitable Funds
Annual Report and Accounts 2018-19**

3. Income from donations and legacies

	Unrestricted Funds £000's	Designated Funds £000's	Total 2018-19 £000's	Total 2017-18 £000's
Donations	11	140	151	211
Legacies	0	175	175	0
Total	11	315	326	211

4. Income from other trading activities

Income relates to funds received from fundraising events (and where VAT is not chargeable). The Charity receives no income from "trading" (i.e. from the sale of merchandise), nil trading income in 2017-18

	Designated Funds £000's	Total 2018-19 £000's	Total 2017-18 £000's
Water Ball 2016	0	0	1
Long Live Liver Appeal	1	1	0
Gauntlet Games	0	0	1
My Life Memory Software Appeal	1	1	1
ED/ITU Ball	0	0	5
Improving Cancer Services	6	6	8
ITU Equipment Appeal	0	0	1
CT Equipment Appeal	1	1	0
Maternity Equipment Appeal	41	41	0
Breast Unit Fundraising Team events	465	465	517
Total	515	515	535

5. Investment income

	Designated Funds £000's	Total 2018-19 £000's	Total 2017-18 £000's
Interest from cash and cash equivalents	3	3	1
Total	3	3	1

6. Expenditure on raising funds

	Designated Funds £000's	Total 2018-19 £000's	Total 2017-18 £000's
Gauntlet Games	0	0	1
Improving Cancer Services	1	1	0
ITU Equipment Appeal	0	0	5
PAH Fundraising	1	1	0
Breast Unit Fundraising Team events	237	237	288
Support costs	4	4	4
Total	244	244	298

The Princess Alexandra Hospital NHS Trust Charitable Funds
Annual Report and Accounts 2018-19

7. Charitable expenditure

The charity pursued its charitable activities by making grants. Support costs have been apportioned across the categories of charitable expenditure on the basis of fund balances at the 31 March 2019. 2017-18 totals include support costs.

	Grant funded activity £000's	Support Costs £000's	Total 2018-19 £000's	Total 2017-18 £000's
Contributions to the Trust	188	14	202	311
Medical research	90	0	90	165
Patient welfare and amenities	108	0	108	69
Staff welfare and amenities	13	0	13	37
Total	399	14	413	582

8. Analysis of grants

There were no grants made payable to individuals during 2017-18 (nil in 2016-17). All grants are made to The Princess Alexandra Hospital NHS Trust to provide for the care of NHS patients, and the welfare of it's staff and visitors. The total cost of making grants, including support costs is disclosed on the Statement of Financial Activities and the actual funds spent on each category of charitable activity is disclosed in note 7.

Institution receiving grant support

	Number of Grants paid	Total 2018-19 £000's	Total 2017-18 £000's
Princess Alexandra Hospital NHS Trust	1	413	582
Total	1	413	582

9. Allocation of support costs and overheads

The financial administration costs have been allocated between governance and charitable activity on the basis of staff time. External audit costs were wholly allocated to governance. The basis of the apportionment of support costs is disclosed in note 1f.

**The Princess Alexandra Hospital NHS Trust Charitable Funds
Annual Report and Accounts 2018-19**

9. Allocation of support costs and overheads (continued)

Net incoming resources for the year are stated after charging:

	Raising funds £000's	Charitable Activities £000's	Total 2018-19 £000's	Total 2017-18 £000's
Charitable activity				
Administration - staff costs	3	11	14	32
Other - bank charges	0	1	1	1
Governance				
External examination	1	2	3	3
Fundraising Regulator levy charge	0	1	1	1
Total	4	14	18	36

10. Trustees' remuneration, benefits and expenses

The Trust Board give their time freely and receive no remuneration for the work that they undertake as trustees.

11. Analysis of staff costs

The Charity does not employ any staff.

12. Independent Examiners remuneration

The independent examiners remuneration of £3,280 (£3,200 in 2017-18) related solely to the independent examination carried out in 2018-19, with no other additional work undertaken.

13. Analysis of current debtors

Debtors under 1 year

	Total 2018-19 £000's	Total 2017-18 £000's
Trade debtors	0	5
Debtors (host trust)	32	34
Accrued income	110	10
Prepayments	33	41
Total	175	90

**The Princess Alexandra Hospital NHS Trust Charitable Funds
Annual Report and Accounts 2018-19**

14. Analysis of cash and cash equivalents

	Total 2018-19 £000's	Total 2017-18 £000's
Cash held as short term investments and deposits	503	458
Cash at bank and in hand	9	0
Total	512	458

15. Analysis of liabilities

Creditors due within 1 year

	Total 2018-19 £000's	Total 2017-18 £000's
Trade creditors	11	42
Creditors (host trust)	20	37
Total	31	79

16. Reconciliation of net income/(expenditure) to net cash flow from operating activities

	Total 2018-19 £000's	Total 2017-18 £000's
Net income/(expenditure) for 2018/19 (as per the statement of financial activities)	187	(133)
Adjustments for:		
Dividends, interest and rents from investments	(3)	(1)
(Increase)/Decrease in debtors	(85)	24
Decrease in creditors	(48)	(14)
Net cash (used in)/used by operating activities	51	(124)

17. Transfers between funds

There were no transfers between accounts in 2018-19 (nil in 2017-18).

The Princess Alexandra Hospital NHS Trust Charitable Funds
Annual Report and Accounts 2018-19

18. Analysis of unrestricted and designated fund movements

	Balance 1 April 2018	Income	Expenditure	Transfers	Balance 31 March 2019
	£000's	£000's	£000's	£000's	£000's
Unrestricted Funds					
Herts & Essex Hospital	0	0	0	0	0
Princess Alexandra Hospital	(14)	(11)	2	15	(7)
St Margarets Hospital	0	0	0	0	0
Total	(14)	(11)	2	15	(7)
Designated Funds					
Herts & Essex Hospital	(1)	(0)	0	0	(1)
Princess Alexandra Hospital	(281)	(328)	133	(15)	(491)
St Margarets Hospital	(174)	(502)	518	0	(157)
Total	(455)	(830)	652	(15)	(649)
Total Funds	(469)	(841)	654	0	(656)

The Charity does not hold any Endowment Funds.

19. Contingent assets

The Charity has been notified of a legacy for General Purpose Fund. The legacy could be in the region of £36k for the Trust, however this value is uncertain, and therefore it has not been recognised in the 2018-19 Statement of Financial Activities.