



Annual Report and Accounts 2019-20



The Princess Alexandra Hospital NHS Trust Charitable Fund Annual Report and Accounts 2019-20

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The Princess Alexandra Hospital NHS Trust Charitable Fund Annual Report and Accounts 2019-20

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, 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 use the income where applicable, and at their discretion the capital, for any charitable purpose or purposes relating to the National Health Service. Within the single registered charity there are a number of funds, each managed by a fund manager. There is specific criteria documented and funds should only 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, 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 across the Trust, the case studies below provide further details on how charitable funds have been used within the Trust, and the significant difference this has made to the quality of care and the services provided.

Neurology

The neurology unit team are very thankful for the charitable donations they have received, including an extremely generous legacy of £116,899.53 to help improve the care of patients who have experienced symptoms of a stroke.

This gift will fund specialist training for clinicians to enhance their knowledge regarding the diagnosis and treatment of patients affected by symptoms of stroke and stroke-like presentations.

Additionally, the neurology botox service is soon to develop ultrasound techniques for more targeted treatment of dystonia (a movement disorder in which a person's muscles contract uncontrollably) and focal spasticity (a condition in which muscles stiffen or tighten, commonly seen following stroke) thanks to this generous legacy. Enabling the purchase of specialist equipment and staff training will make a real difference to the care and treatment available for our neurology patients.

Ophthalmology: The Optos system for hydroxychloroquine screening

With the kind donations to the Eye Unit, totalling £64,500, we have purchased specialist diagnostic equipment to help prevent sight loss.

The Optos system enables enhanced screening of our ophthalmology patients who are taking the medication hydroxychloroquine to detect any changes to their sight and enable early intervention.

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. Patients at PAHT are prescribed hydroxychloroquine to help manage these conditions. It is a very safe and effective drug but, like all medicines, it can cause side effects.

It is known that some patients 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.

With the Optos system, we are now able to offer patients taking hydroxychloroquine regular eye health checks to screen them for signs of retinopathy. The Optos system does not prevent retinopathy (disease of the retina which results in impairment or loss of vision), but helps to detect the earliest definitive signs of it before a patient notices any symptoms. At the screening appointment, patients will have three tests:

- **A visual field test:** In this test, one eye is tested at a time while the other is temporarily covered with a patch. A computer randomly flashes points of light and when you see a light, you press a button.

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- **Fundus photography:** The fundus photograph is a photograph of the surface of your retina. The patient has a special photograph taken that detects abnormal levels of a substance called lipofuscin in the retina, which may be an early sign of disease. This test is called fundus autofluorescence (FAF) imaging.
- **An Optical Coherence Tomography (OCT) scan of the back of your eye:** This is a scan that provides a cross-sectional image of the various layers of your retina.



Currently there are approximately 20 patients being screened daily at the Eye Unit, using the Optus system. Monitoring our patients' eyes in this way has helped to detect very early signs of damage to the retina and ensures that we can offer the best care possible.

The outpatients' department: Bariatric couches

With thanks to the Right Honourable Robert Halfon MP, we received a donation of £2,617.50 for the outpatients' service, which we used to fund two bariatric couches.

The bariatric couches enhance the quality of care we can provide to our patients by offering more support for patients with a higher body mass index. This ensures that our bariatric patients can be examined by a clinician whilst maintaining safety and comfort.

These couches can be used by all patients, but do offer an increased level of support for patients who are above average weight and build.

The Neonatal Intensive Care Unit (NICU): Transport incubator

We were very pleased to be able to use £33,721.70 of our charitable funds to purchase a new transport incubator for our Neonatal Intensive Care Unit (NICU).

The transport incubator is the main piece of equipment used to collect and safely transfer babies from the maternity department to NICU. This piece of equipment is also essential for us to transfer babies to other hospitals for specialist clinical appointments. It is fully equipped with a ventilator, suction, monitors, oxygen supply and thermoregulatory (temperature control) for all babies and is the safest and recommended mode of transport of babies to and from different areas within and outside of PAHT.

With this equipment, we can ensure:

- Safe transfer of pre-term and term neonates (newborns) requiring admission to NICU. Neonates cannot be safely transferred in any other way
- Safe transfer of pre-term and term neonates in an ambulance to other hospitals for specialist diagnostic appointments
- Safe provision of care for pre-term and term neonates in an emergency situation with all of the required equipment



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The Neonatal Intensive Care Unit (NICU): Jaundice monitor (bilimeter)

With donations totalling £15,533.68, we have purchased four jaundice monitors (bilimeters).

Recommendations from The National Institute for Health and Care Excellence (NICE) guidelines show that these monitors are important to reduce the requirement for blood samples to be taken from babies when measuring jaundice levels.



Blood testing requires a baby to have a heel prick, which is a painful stimuli and can have a long-term impact on babies' neurological development. The jaundice bilimeter measures the reading through the skin and does not require the need for painful stimuli. This has helped us to provide a better quality of care and experience for our babies.

Thank you to our community for generously donating to our Neonatal Intensive Care Unit.

The Breast Unit: charity fundraising event

The Breast Unit Charity held a spectacular Great Chef's Banquet at the Royal Garden Hotel, London, on 14 March 2020, raising a fantastic £30,000 to enhance patient care.

Ashraf Patel, breast surgeon, and the charity team were truly humbled that so many supporters attended the event with their families and friends. They enjoyed a four course meal cooked by celebrity chefs led by Anton Edelmann (former head chef at The Savoy), Steve Munkley (executive chef of The Royal Garden), and Giorgio Locatelli (chef, Locanda Locatelli). Also cooking up a storm at the banquet were Claire Clarke MBE, MOGB, and Sarah Crouchman, directors of luxury London patisserie Pretty Sweet, and Nigel Haworth (chef ambassador, Northcote and Obsession Festival). Entertainment for the evening was provided by professional rock and pop band Rollacoaster.

During the evening a former patient gave an emotive speech about her breast cancer experience at St Margaret's Hospital and the significant impact that the three charity funded bespoke programmes available made to her recovery.



The money raised will help the team to continue their breast cancer clinical trials in addition to their support events: Fabulous and Beautiful, Moving On and exercise programmes. The Breast Unit team are extremely thankful to all for their generous donations.



OUR ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE (continued)

The Breast Unit: research

Over many years, the charity has raised over £4.5 million for the Breast Unit at St Margaret's Hospital, Epping. The money is used to fund research nurses for clinical trials and the provision of Fabulous and Beautiful, Moving On and exercise programmes to support patients during their breast cancer treatment and recovery. Access to charitable funds have enabled the Breast Unit to carry out 44 breast cancer research trials, enhancing the care available to patients at The Princess Alexandra Hospital NHS Trust (PAHT).

COVID

Community support our charity in the fight against coronavirus (COVID-19)

Our community kindly rallied to support us in the fight against coronavirus (COVID-19).

While our dedicated coronavirus (COVID-19) charity appeal launched in April, by September 2020 we had £165,000 of donations (including £113,000 very kindly provided through grants from the NHS Together charity, www.nhscharitiestogether.co.uk), which we will explore in further detail in our 2020/21 charitable annual report.

Our teams are extremely grateful and delighted by this hugely generous outpouring of support for our amazing people who work so hard to deliver outstanding care and to keep people safe.

During these unprecedented times in the fight against COVID-19, the help and support of patients, visitors, family and friends has been crucial. We received many gifts to share with our people, which have been really appreciated. We were also asked by many if they could make a donation to our hospital.

In response to these requests, we created a JustGiving page, as a simple and fast way to donate. Our community are encouraged to please continue to support us via this page.

From autumn/winter 2020, we will be opening a new staff area with bright, modern space and facilities. We have funded this project in response to staff feedback about how important a new staff area is to support their health and wellbeing. Contributions have also been made partly via the coronavirus (COVID-19) charity appeal, in recognition of the hard work and dedication of our people.

John Keddie, non-executive director at PAHT, chairs The Princess Alexandra Hospitals' Charity. He said:

"It was overwhelming to see such a significant sum raised in a short time. It is testament to the level of support our amazing people have in the local community.

"All donations to the PAHT charity are used to directly enhance the experience and wellbeing of our patients and staff, and all funds raised go directly to the hospital.

"We are so thankful to everyone who has donated."

Ogechi Emeadi, director of people, organisational development and communications, said:

"It was astonishing to see the donations rise sharply every week and we are truly grateful to everyone for thinking about our teams at this difficult time.

"Please also continue to share your kind words with our teams, as this means so much to us all."

The Princess Alexandra Hospital NHS Trust Charitable Fund

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LEGACIES

During the year, the Charity received notification of legacies bequeathed totalling £31,000.

A legacy bequeathed to the Neurology Department in 2018-19 reached completion, and an additional £7,000 was received by the charity in addition to the £110,000 already received.

The intention for this legacy 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.

A legacy notified to the Charity in 2018-19 reached completion during 2019-20 and £24,000 was received for use in the General Purpose Fund. Possible uses for these monies are being considered by the Charitable Funds Committee members.

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.

FINANCIAL REVIEW

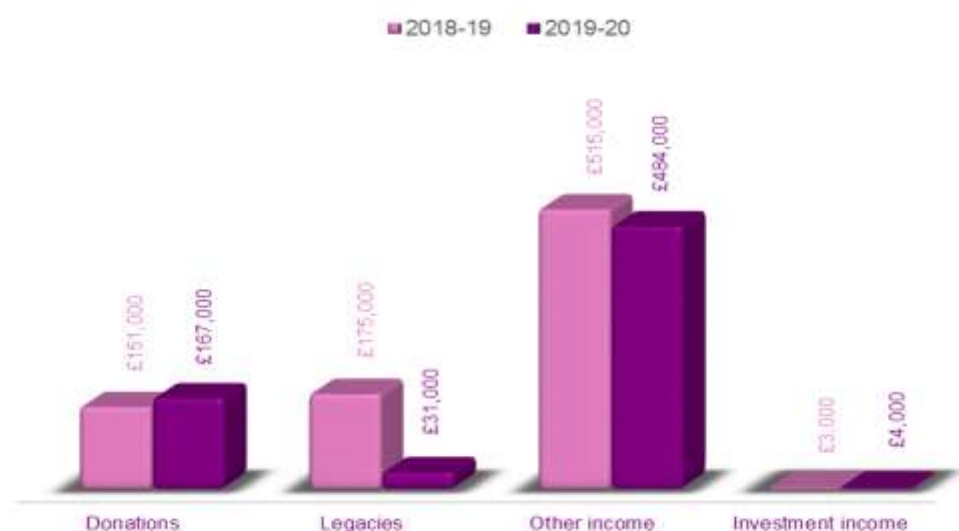
These financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland (FRS102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015. The detailed statements can be found on pages 15 to 25 of this report.

The charity is constituted of 100 individual funds as at 31 March 2020 (99 in 2018-19).

Income

The Charity received income for the year totalling £686,000, a decrease of £158,000 compared to 2018-19.

This income is comprised of donations, legacies, other income (from fundraising activities) and dividends and interest. A comparison of 2019-20 and 2018-19 income is shown below.



The majority of the donations were made by patients and visitors (in excess of 1,000 separate donations).

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Legacy income for 2019-20 comprised of a bequest of £24,000 for the General Purpose Fund, to benefit the hospital as a whole, and £7,000, the residual amount of a larger legacy (£110,000 of which was received in 2018-19) for the Neurology Department.

Investment income of £4,000 was received in 2019-20 (£3,000 in 2018-19)

Income from activities for generating funds totalled £484,000. Of this income, £442,000 was raised for the purposes of research, £22,000 for the Long Live Liver Appeal, £9,000 for the Gibberd Garden Fund, £9,000 for the Improving Cancer Services Appeal and £2,000 for the My Life Memory Software Appeal.

Investments

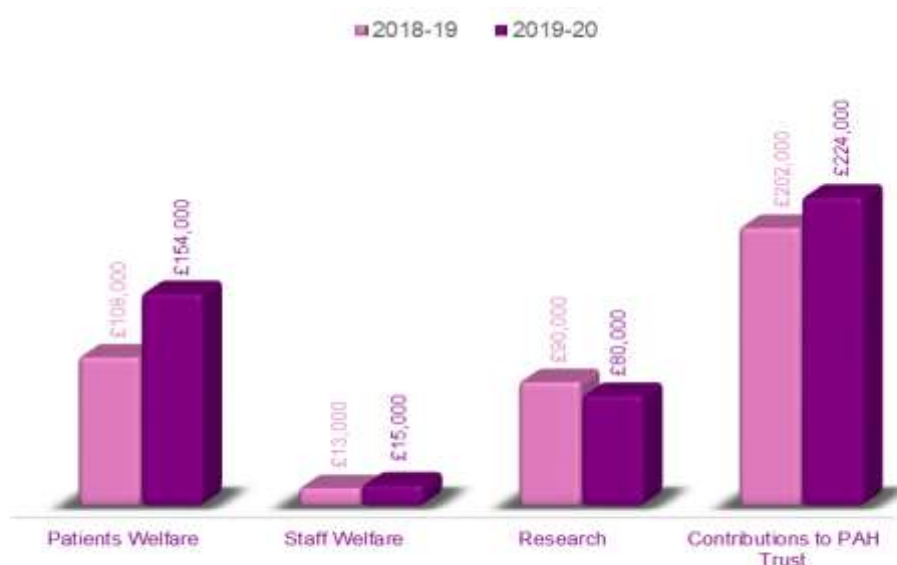
The investments realised an increased level of income in 2019-20 to those received in 2018-19, due to higher balances being held in the interest bearing bank accounts.

Expenditure

During the year the Charity provided support to users of The Princess Alexandra Hospital NHS Trust in many forms, including education and training for staff and the supply of medical equipment for patient treatment. In total, resources expended were £455,000 which is an increase of £56,000 compared to 2018-19.

The majority of the contributions to The Princess Alexandra Hospital NHS Trust were comprised of purchases of medical equipment, computer software and hardware and furniture for wards.

A comparison of 2019-20 expenditure and 2018-19 expenditure is shown below.



The Charitable Fund aims 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, The Charity is registered with the Charity Commission under registration number 1054745.

The responsibility for the identification, implementation and monitoring of the strategic direction of the Charity is performed by the Trust Board of Directors, along with the day to day running of the Charity.

The Trust Board consists of a Chairperson, eight Executive Directors (three non-voting) including the Chief Executive, five Non-Executive Directors and two Associate Non-Executive Directors. The Non-Executive Directors are appointed 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 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 which include a variety of relevant topics. 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 in the trust deed 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 mismanagement 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.

There is a formal risk management process in place, detailed in the Trusts' Risk Management Strategy. The Trust Board will identify the primary risks in each category and develop or amend formal policies and action plans to mitigate the risks identified.

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REFERENCE AND ADMINISTRATIVE DETAILS

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

The Princess Alexandra Hospital NHS 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. There are 99 designated funds and 1 unrestricted fund (100 in 2018-19).

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

The Charity has no paid or unpaid volunteers, and no paid employees, but it 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 re-imbursed by the Charity.

For day to day operations, the Charity adheres 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

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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 2019 to 31 March 2020 are listed below:

Chairman

Steve Clarke

Executive Directors

Lance McCarthy - *Chief Executive Officer*

Trevor Smith - *Chief Financial Officer*

Dr Andy Morris - *Chief Medical Officer (to 27 March 2020)*

Marcelle Michail - *Chief Medical Officer (from 30 March 2020)*

Stephanie Lawton - *Chief Operating Officer*

Sharon McNally - *Director of Nursing & Midwifery*

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

Ogechi Emeadi - *Director of People (non-voting)*

Michael Meredith - *Director of Strategy and Estates (non-voting)*

Non-Executive Directors

The following non-executive directors were in post during the period 2019-20:

John Hogan

Andrew Holden

Pam Court

Helen Glenister

George Wood (*from 1 July 2019*)

John Keddie (*from 1 July 2019*) - *Associate Non-Executive Director*

Helen Howe - *Associate Non-Executive Director*

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

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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 Charitable Fund is one of 129 NHS linked charities in England and Wales who are eligible to join NHS Charities Together. As a member charity, we have the opportunity to discuss matters of common concern, 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, and the Anne Robson Trust, who work in partnership with the Trust to set up and embed teams of Butterfly Volunteers. These volunteers give their time to patients who are in the last days and hours of their life.

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 The Princess Alexandra Hospital or by post to the Finance Department. Donations can also be made online through the Justgiving page for the Charity (www.justgiving.com/pahnhs)
- holding or taking part in a fundraising event
- setting up a regular donation
- leaving a gift to the Charity 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, patients and visitors who have benefitted 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.

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 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 assume 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 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 15 to 25 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)

Date

Chief Financial Officer

Date

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

AWAIT AUDIT OPINION

AWAIT AUDIT OPINION

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2020

		2019-20		2018-19	
	Note	Unrestricted Funds £000	Designated Funds £000	Total Funds £000	Total Funds £000
Income and endowments from:					
Donations and Legacies	3	39	159	198	326
Other income	4	0	484	484	515
Investments	5	0	4	4	3
Total		39	647	686	844
Expenditure on:					
Raising funds	1g/6	0	(227)	(227)	(244)
Charitable activities					
- Contributions to the Trust	7	(5)	(219)	(224)	(202)
- Medical Research	7	0	(80)	(80)	(90)
- Patient welfare and amenities	7	0	(154)	(154)	(108)
- Staff welfare and amenities	7	0	(15)	(15)	(13)
Total		(5)	(695)	(700)	(657)
Net (expenditure) / income		34	(48)	(14)	187
Transfers between funds		0	0	0	0
Net movement in funds		34	(48)	(14)	187
Reconciliation of funds:					
Total funds brought forward	18	7	649	656	469
Total funds carried forward		41	601	642	656

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BALANCE SHEET AS AT 31 MARCH 2020

	Note	2019-20 £000	2018-19 £000
Current assets:			
Debtors	13	82	175
Cash and cash equivalents	14	<u>742</u>	<u>512</u>
Total current assets		<u>824</u>	<u>687</u>
Liabilities:			
Creditors: Amounts falling due within one year	15	<u>(182)</u>	<u>(31)</u>
Net current assets		<u>642</u>	<u>656</u>
Total net assets		<u>642</u>	<u>656</u>
The funds of the Charity:			
Unrestricted funds	18	41	7
Unrestricted (designated)	18	601	649
Total charity funds		<u>642</u>	<u>656</u>

These financial statements were approved by the Trust Board on 3 December 2020 and signed on their behalf.

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

Date

Chief Financial Officer

Date

**The Princess Alexandra Hospital NHS Trust Charitable Fund
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STATEMENT OF CASHFLOWS AS AT 31 MARCH 2020

	Note	2019-20 Total Funds £000	2018-19 Total Funds £000
Cash flows from operating activities:			
Net cash provided by operating activities	1(m)/16	226	51
Cash flows from investing activities:			
Dividends, interest and rents from investments	5	4	3
Net cash provided by investing activities		4	3
Increase in cash and cash equivalents		230	54
Cash and cash equivalents as at 1 April	1(m)/14	512	458
Cash and cash equivalents as at 31 March	1(m)/14	742	512

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 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; 99 unrestricted designated funds and 1 unrestricted general fund have been established to reflect the non-binding wishes of donors (99 in 2018-19).

(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.

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1. Accounting Policies (continued)

(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 in the pursuit of the charitable objects of the Charity. These costs, where not wholly attributable, are apportioned between the categories of expense in addition to the direct costs. The total costs of each category of expense 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.

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1. Accounting Policies (continued)

(j) Creditors

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

(k) Realised gains and losses

There are no realised gains or losses in 2019-20 (nil in 2018-19).

(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 2019-20 (nil in 2018-19).

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 Trust Board of the Charity are the Directors of the Trust, as detailed in page 10 of this Annual Report and Accounts.

Details of The Princess Alexandra Hospital NHS Trust are:

Nature of business	2019-20		2018-19	
	Turnover	Adjusted Financial Performance	Turnover	Adjusted Financial Performance
	£000	£000	£000	£000
Provision of healthcare	288,491	50	236,700	(16,542)

The Trust's auditors (Ernst & Young LLP) confirmed that the Trust's accounts gave a True and Fair view of the financial position and were prepared in accordance with the National Health Service Act 2006 and associated Accounts Directions. However, as a result of COVID, auditors were unable to verify stocks through attendance at sufficient stocktakes and as such issued a qualified opinion on the 2019-20 Trust accounts due to this limitation of scope (unqualified accounts issued for 2018-19).

The Trust Board received no remuneration or re-imbursement of expenses from the Charitable Fund during 2019-20 (nil in 2018-19).

The Princess Alexandra Hospital NHS Trust Charitable Fund

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2. Related Party Transactions (continued)

The main beneficiaries of the Charity are the patients, staff and visitors of The Princess Alexandra Hospital NHS Trust. The Charity has provided grant funding for items purchased on behalf of these beneficiaries totalling £455,000 as detailed in notes 7 and 8 of these accounts.

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.

3. Income from donations and legacies

	Unrestricted Funds £000	Designated Funds £000	Total 2019-20 £000	Total 2018-19 £000
Donations	15	152	167	151
Legacies	24	7	31	175
Total	39	159	198	326

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 2018-19.

	Designated Funds £000	Total 2019-20 £000	Total 2018-19 £000
Long Live Liver Appeal	22	22	1
Gibberd Ward Garden Appeal	9	9	0
My Life Memory Software Appeal	2	2	1
Improving Cancer Services	9	9	6
CT Equipment Appeal	0	0	1
Maternity Equipment Appeal	0	0	41
Breast Unit Fundraising Team events	442	442	465
Total	484	484	515

5. Investment income

	Designated Funds £000	Total 2019-20 £000	Total 2018-19 £000
Interest from cash and cash equivalents	4	4	3
	4	4	3

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6. Expenditure on raising funds

	Designated Funds £000	Total 2019-20 £000	Total 2018-19 £000
PAH Fundraising	0	0	2
Improving Cancer Services	0	0	1
Long Live Liver Appeal	1	1	0
Breast Unit Fundraising Team events	223	223	237
Support costs	3	3	4
	227	227	244

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 as at the 31 March 2020. 2018-19 totals include support costs.

	Grant funded activity £000	Support Costs £000	Total 2019-20 £000	Total 2018-19 £000
Contributions to the Trust	209	15	224	202
Medical Research	80	0	80	90
Patient welfare and amenities	154	0	154	108
Staff welfare and amenities	15	0	15	13
Total	458	15	473	413

8. Analysis of grants

There were no grants made payable to individuals during 2019-20 (nil in 2018-19). 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 2019-20 £000	Total 2018-19 £000
Princess Alexandra Hospital NHS Trust	1	455	413
Total	1	455	413

The Princess Alexandra Hospital NHS Trust Charitable Fund

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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 apportionment of support costs is disclosed in note 1f. Net incoming resources for the year are stated after charging:

	Raising funds £000	Charitable Activities £000	Total 2019-20 £000	Total 2018-19 £000
Charitable activity				
Administration - staff costs	3	10	13	14
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	18

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 £3,000 (£3,280 in 2018-19) related solely to the independent examination carried out in 2019-20, with no additional work undertaken.

13. Analysis of current debtors

	Total 2019-20 £000	Total 2018-19 £000
Debtors under 1 year		
Debtors (host Trust)	20	32
Accrued income	12	110
Prepayments	50	33
Total	82	175

**The Princess Alexandra Hospital NHS Trust Charitable Fund
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14. Analysis of cash and cash equivalents

	Total 2019-20 £000	Total 2018-19 £000
Cash held as short term investments and deposits	700	503
Cash at bank and in hand	42	9
Total	742	512

15. Analysis of liabilities

	Total 2019-20 £000	Total 2018-19 £000
Creditors due within 1 year		
Trade creditors	72	11
Creditors (host Trust)	110	20
	182	31

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

	Total 2019-20 £000	Total 2018-19 £000
Net (expenditure) / income (as per the statement of financial activities)	(14)	187
Adjustments for:		
Dividends, interest and rents from investments	(4)	(3)
Decrease/(increase) in debtors	93	(85)
Increase/(decrease) in creditors	151	(48)
Net cash used by operating activities	226	51

17. Transfers between funds

There were no transfers between accounts in 2019-20 (nil in 2018-19).

**The Princess Alexandra Hospital NHS Trust Charitable Fund
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18. Analysis of unrestricted and designated fund movements

	Balance 1 April 2019 £000	Income £000	Expenditure £000	Balance 31 March 2020 £000
Unrestricted Funds				
Herts & Essex Hospital	0	0	0	0
Princess Alexandra Hospital	(7)	(39)	5	(41)
St Margaret's Hospital	0	0	0	0
Total	(7)	(39)	5	(41)
Designated Funds				
Herts & Essex Hospital	(1)	0	0	(1)
Princess Alexandra Hospital	(491)	(132)	182	(441)
St Margaret's Hospital	(157)	(515)	513	(159)
Total	(649)	(647)	695	(601)
Total Funds	(656)	(686)	700	(642)

The Charity does not hold any restricted or endowment funds.