

Charitable Funds Annual Report and Accounts 2020-21



modern • integrated • outstanding

patient at heart • everyday excellence • creative collaboration

The Princess Alexandra Hospital NHS Trust Charitable Fund

Annual Report and Accounts

Year ended 31 March 2021

Registered charity number 1054745



modern • integrated • outstanding

patient at heart • everyday excellence • creative collaboration

Contents

Trustee's report	Page 1
Independent examiner's report	Page 17
Statement of financial activities	Page 19
Balance sheet	Page 20
Statement of cash flows	Page 21
Notes to the accounts	Page 22
Ways in which to support our charity	Page 29

Trustee's report

Report of the trustees for the year ended 31 March 2021

The trustees are pleased to present the annual report together with the financial statements of the charity for the year ended 31 March 2021.

The annual report and financial statements comply with the 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 2019), the Charities Act 2011 and the UK generally accepted accounting practice.

Chair's report

As chair of The Princess Alexandra Hospital NHS Trust Charitable Fund, I am pleased to welcome you to the 2020/21 Annual Report and Accounts. We hope you find this a useful guide to the important role our charity plays in supporting NHS patients, their carers, families and staff.

The charity's work is only possible thanks to the generous support of patients, staff and local people. Thanks to your efforts, we received £404,000 of income over the last year. Key highlights of our year include provision of:

- Reclining chairs and clinical trolleys for the benefit of patients in the Neonatal Intensive Care Unit;
- Project Wingman, to provide refreshments and a quiet area to support staff during the COVID-19 pandemic;
- Replacement of furniture within the visitors room within the Intensive Care Unit; and
- Pamper gifts for nurses to recognise International Nurses Day.

I would like to take this opportunity to thank those individuals who have served as trustees during the last year and to welcome those who will play an important role going forward.

I would also like to thank all of our supporters – including everyone who has helped raise money for the charity or given their energy, time and skills to make a difference during this financial year. I hope that, like me, you will be inspired by our plans to help and want to be part of our story. Your donations made this work possible and your future donations are the key to our continued success.

If you would like to donate, details about how to do this are on page 29.

On behalf of the many patients who have benefitted from your generosity, thank you for your continued support.



Chair

Date 02.12.2021



Our objectives and activities

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.

Through fundraising activities, events and appeals, we will further improve the provision of high-quality patient care through the use of cutting-edge 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. Specific criteria document that funds should only be spent in line with the purposes of the fund. This criterion is for internal guidance only, and has no legal standing.

However, expenditure from funds given by the 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 spend the cash in accordance with the donor's wishes, but retains the right to use discretionally. Unless raised for a specific object, charitable funds should be spent within a three-year period, and should not be built up for future years.



Financial review

The 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. The detailed statements can be found on pages 18 to 20 of this report.

The charity is constituted of 86 individual funds as at 31 March 2021 (100 in 2019/20).

COVID-19 and NHS Together

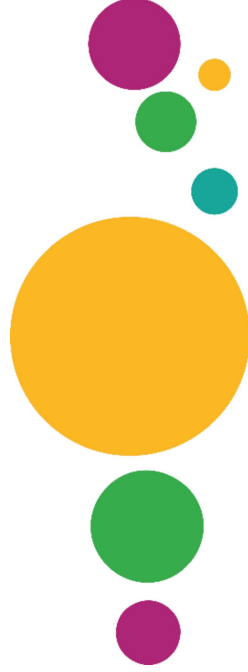
Our community kindly rallied to support us in the fight against COVID-19.

Our dedicated COVID-19 charity appeal launched in April 2020 and by March 2021, we had £222k of donations, which included £165k of grants very kindly provided from NHS Charities Together (www.nhscharitiestogether.co.uk).

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. Many also asked us if they could make donations to our hospital.

In response to these requests, we created a JustGiving page, as a simple and fast way to donate. We will soon be opening a new staff area with bright, modern space and facilities due to the level of funding received. This project was designed 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 COVID-19 charity appeal, in recognition of the hard work and dedication of our people.

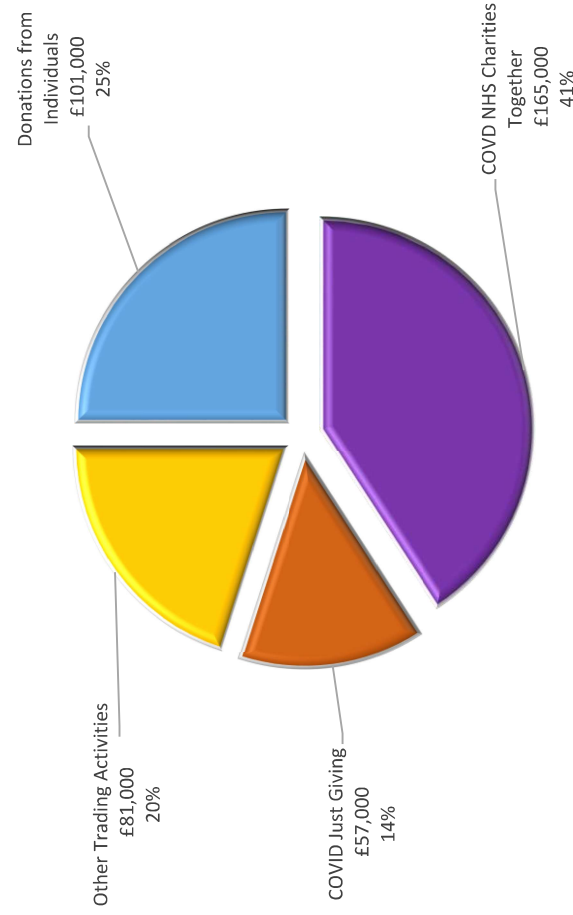


Donations we received

The charity received income for the year totalling £404,000, a decrease of £282,000 compared to 2019-20. As described above, this can be attributed to reduced activity, especially as regards to fundraising activities, due to the COVID-19 pandemic.

This income is comprised of donations and legacies, other income from fundraising activities, dividends, and interest, of which the largest elements related to donations in relation to COVID-19, grant funding from NHS Charities Together and donations from individuals. There was minimal income from fundraising as apart from some residual monies received from events that had taken place before lockdown measures were introduced. There were no fundraising events run during 2020-21 (in 2019-20 fundraising income totalled £484,000).

The income received is described in the chart below:



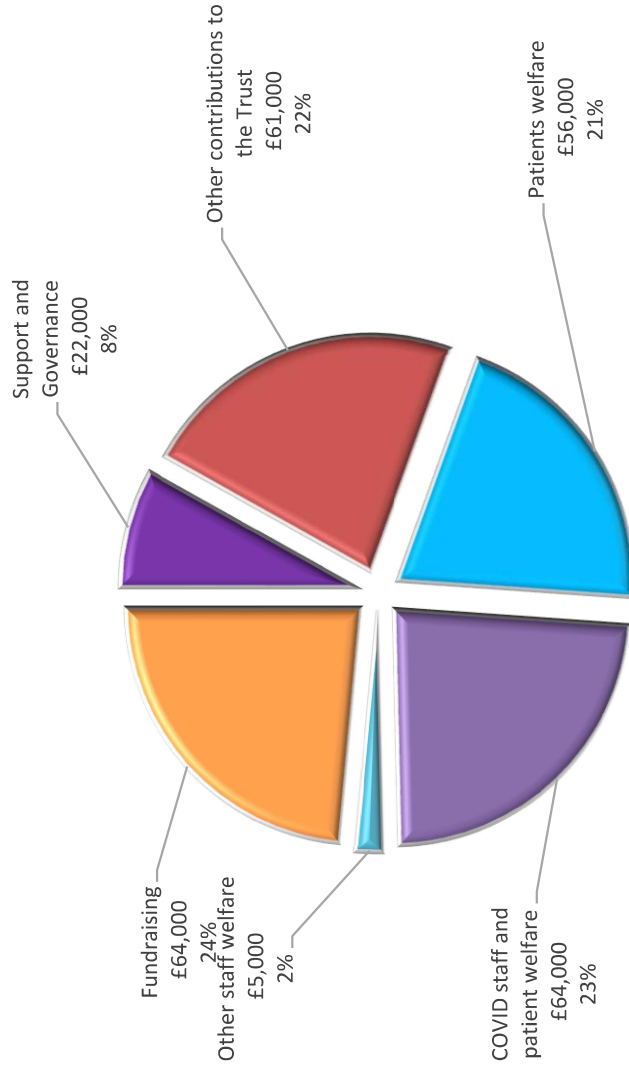
How we spent our funds

During the year, the charity provided support in many forms, including education and training for staff and the supply of medical equipment for patient treatment. In total, resources expended were £272,000. This is a considerable reduction from the previous year (£700,000 in 2019-20), and can be attributed to the reduced activity across the charity, especially in relation to fundraising, due to the COVID-19 pandemic.

The charity has spent £64,000 on fundraising activities that generated £404,000 of income (£227,000 on fundraising that generated £686,000 of income in 2019-20).

The majority of the contributions to PAHT were in relation to COVID-19 activity as described above.

Total expenditure across the charity is depicted in the chart below.



Reference and administration details

Registered charity number: 1054745

Address of charity:

The Princess Alexandra Hospital NHS Trust Charitable Fund
Hamstel Road
Harlow
Essex CM20 1QX

Banker:

Barclays Bank plc
Water Gardens
Harlow
Essex CM20 1AN

Banker:

RBS
280 Bishopsgate
London
EC2M 4RB

Auditor:

Ernst & Young LLP
400 Capability Green
Luton
LU1 3LU

Trustee arrangements:

The trustee of the charity is The Princess Alexandra Hospital NHS Trust as sole corporate trustee, governed by the law applicable to trusts, principally the Trustee Act 2000 and the Charities Act 2011. The Board members (with voting rights) of the trust manage this responsibility.

Board members for the period 1 April 2020 to 31 March 2021 were as follows:

Chair:

Steve Clarke Chair

Non-executive directors:

George Wood	Senior independent director
Pam Court	Non-executive director
John Hogan	Non-executive director
Helen Glenister	Non-executive director
Helen Howe	Non-executive director
John Keddle	Associate non-executive director
Anne Wafula-Strike	Associate non-executive director (from 15.02.2021)
Darrel Arjoon	NExT non-executive director (6-12 month placement from 04.01.2021)
Darshana Bawa	NExT non-executive director (6-12 month placement from 11.01.2021)

Executive directors:

Lance McCarthy
Trevor Smith
Simon Covill
Saba Sadiq
Stephanie Lawton
James McLeish
Sharon McNally
Ogechi Emeadi
Michael Meredith
Marcelle Michail
Fay Gilder
Phil Holland

Chief executive officer
Chief financial officer (to 31.08.2020)
Acting director of finance (01.09.2020 – 13.12.2020)
Director of finance (from 14.12.2020 onwards)
Chief operating officer
Director of quality improvement
Director of nursing, midwifery and allied health professionals
Director of people, OD and communications
Director of strategy and estates
Acting chief medical officer (to 31.10.2020)
Medical director (from 01.11.2020 onwards)
Chief information officer (from 01.02.2021)



Steve Clarke
Chair



Lance McCarthy
Chief executive



Sharon McNally
Deputy chief executive
and director of nursing,
midwifery and allied
health professionals



Dr Fay Gilder
Medical director and
Caldicott Guardian



Saba Sadiq
Finance director



Michael Meredith
Director of strategy and
estates



Ogechi Emeadi
Director of people,
organisational
development and
communications



Stephanie Lawton
Chief operating officer



Phil Holland
Chief information officer



Jim McLeish
Director of quality
improvement



Helen Glenister
Non-executive director



George Wood
Non-executive director and
senior independent director



Helen Howe
Non-executive director



Pam Court
Non-executive director



John Hogan
Non-executive director



Darshana Bawa
Non-executive director



Anne Wafuła-Strike MBE
Associate non-executive
director

Highlights and case studies

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 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.

Project Wingman at PAHT



The Project Wingman team departed PAHT on 3 July 2020, after more than two months providing a first-class airport lounge service to our hard-working people.

To thank the volunteers from Stansted Airport for their kind contributions during the COVID-19 pandemic, we held a socially distanced closing party in the restaurant and the Project Wingman lounge.

This was an all-day Spanish holiday themed celebration of the fantastic Project Wingman service to support the health and wellbeing of our people over the last few months.

The event gave staff an opportunity to say thank you to our fabulous furloughed flight-crew friends who served us refreshments provided by our catering team, with contributions from charitable funds of £52k, and helped us to unwind between shifts seven days a week from 27 April 2020.

Breast Unit Charity report 2020-2021

The breast unit team are extremely thankful to all supporters who sent donations to the Breast Unit Charity in such a difficult year.

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). Due to the pandemic, alternative ways of safe working have sadly meant these programmes are on hold.

During the period 2020 – 2021 No fundraising events were held due to the pandemic. Supporters held their own events raising money for the Breast Unit Charity.

Roberto Zeolla – December 2020

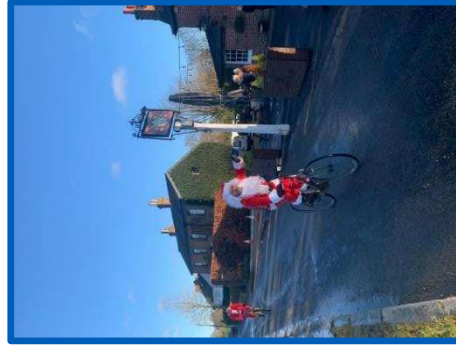
In December 2020, Roberto Zeolla from The Chequers at Matching Green rode 100km around the village for PAHT Breast Unit Charity

Robert Zeolla started the challenge on Monday 14 December 2020

Roberto said: “Whilst the likes of Captain Tom Moore have raised millions for the NHS, smaller charities such as the breast cancer unit run by Mr Ashraf Patel that supports women in the aftercare stages of breast cancer have seen a 95% reduction in donations.

“In any ordinary year we would run three charity balls at The Chequers raising more than a hundred thousand pounds for much needed care. With the pub being closed and under restrictions this year we have been unable to raise money as we normally would.”

Roberto raised £9,085 via [JustGiving](#).



Mel Fordham - August 2020

On 15 August 2020, Mel Fordham rode 103 miles solo to raise money for Princess Alexandra Hospital Breast Cancer Research Unit. Additionally, Mel also committed to riding a further 5,000 miles during the year. Mel raised a total of £2,056.00 for the charity.

A great photograph of Mr Patel with Mel Fordham after he rode the Prudential MYRIDE London. Mel raised a total of £2,056.00 for the Breast Unit Charity.



Nicky George – August 2020

Nicky George who was the 2020 Lady Captain for Theydon Bois Golf Club held a Ladies Captain Day on the 27 August 2020.

Nicky raised a total of £5,000 in what was the most difficult year to be a Ladies Captain. Nicky held a number of events to raise as much money for the charity as possible including a Yuletide Golf day, an email/text raffle with the final draw on WhatsApp and a joint Captains Charity day. Nicky really was a star supporter in 2020.



Neonatal Intensive Care Unit - recliner chairs and trolleys

The Neonatal Intensive Care Unit (NICU) were very pleased to be able to use their charitable funds to purchase reclining chairs and clinical trolleys for the unit.

Reclining chairs are recommended to allow parents to form close and loving relationships with their babies. Bliss supports skin to skin and kangaroo cares, and recommends that parents have the facilities to stay at their baby's cot side for as long as they like.

Research evidence shows that skin to skin, kangaroo cares, breastfeeding and bonding promotes the neurological development of infants brains and supports long-term neurological and developmental outcomes. It also promotes the mental health and wellbeing of mothers and fathers through skin-to-skin contact and kangaroo cares.

The recliner allows us to be able to offer ease of these interactions for parents making their experience a positive one, and was especially supportive for parents during the pandemic as it enabled them to remain comfortable whilst visiting their babies in NICU.

The clinical trolleys are closed trolleys that are on metal castors therefore sturdier than their predecessors, better from an infection control point of view and allow medical teams to more easily carry out procedures. These replacements are also colour coordinated to match the chairs and provide a safer, cleaner way of storing our consumables.



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 chair person, nine executive directors (four non-voting) including the chief executive officer, five non-executive directors, two associate non-executive directors (non-voting) and two NeXT non-executive directors (non-voting).

Appointment to executive director posts, including that of the chief executive officer, 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. An interview panel, chaired by the trust chair, which includes executive level staff from NHS England/Improvement and local Clinical Commissioning Groups (CCGs), other trust non-executive directors and an external assessor, makes the final decision on appointments.

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 that 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 fundraising scheme.

The Trust Board has established a Charitable Funds Committee to manage and monitor arrangements for the control and management of the trust's charitable funds and fundraising activities.

The Trustees have delegated day-to-day administration of the Charity to the charitable funds finance lead, with the Trust's Director of Finance having responsibility for financial control. The Charitable Fund has adopted the internal controls of The Princess Alexandra NHS Trust.

Charitable Funds Committee (CFC)

The Charitable Fund Committee (CFC) is a formally established committee accountable to the corporate trustee/board of directors, to provide assurance to the board (the corporate trustee) on the arrangements for control and management of the charity. A non-executive director chairs the committee.

Members are expected to make every effort to attend all meetings of the CFC and it is expected that they shall attend the majority of Committee meetings within each reporting year. Attendance of CFC members at meetings is detailed below:

Name and position	Attendance
John Keddie Non-executive director and chairman	3/3
Helen Glenister Non-executive director	3/3
Ogechi Emeadi Director of people	3/3
Michael Meredith Director of strategy and estates	2/3
Colin Forsyth Head of financial services	3/3
Simon Covill Deputy director of finance	3/3
Saba Sadiq Director of finance (in post from 14/12/21)	1/1

Financial management

The charity manages its charitable activity spending through appointed fundholders for the individual funds. These fundholders manage the funds on a day-to-day basis with agreed authorisation limits, and in accordance with the trust's standing financial instructions and orders. Each fund holder receives a monthly financial statement of their fund which details income, expenditure and fund balances for the period.

The charity receives expenditure applications from staff throughout the year that are authorised by the fund holder and submitted to the charitable funds finance lead, who reviews all applications to ensure that they meet the objectives of the charity. Where an application exceeds £10,000, the fundholder is required to present the application to the Charitable Funds Committee for approval. Where any expenditure is considered inappropriate, feedback is given to the fund manager.

The charity does not directly employ any staff; where staff are employed by The Princess Alexandra Hospital NHS Trust and provide day to day operational support for areas such as financial management and reporting, and for fundraising, these costs are recharged to the charity. The charity is not financially dependent upon the support of any individuals, corporations or specific classes of donors. No funds are held by the charity on behalf of individuals.

Risk management

The major risks to which the charity is exposed have been identified and reviewed with systems established to mitigate them. The charity relies on and benefits from the financial control framework of PAHT.

The most significant risk identified was:

1. reputational damage leading to a sudden and dramatic fall in donations

Risks have been carefully considered and mitigating procedures put in place. The trustees are confident that reliance can be placed on the management arrangements in place which include independent examination to minimise any risk to the Charity. The Charity has no investment assets so there is no associated risk with an investment portfolio. Procedures are in place to ensure that both spending and financial commitments remain in line with income. The committee on a quarterly basis monitors both income and expenditure in order that any trends can be identified at an early stage in order to avoid unforeseen calls on reserves. Governance of income and expenditure follows the Trust's Standing Financial Instructions.

Future plans

The Charity continues to regularly review spending plans to reflect the changing needs of the NHS in Essex and the surrounding counties. The objective is to enhance facilities for patient care, ensuring that both the needs of the service and the objectives of the charitable fund are met.

In future, the trust will continue to:

- Review options for future specific fundraising opportunities
- Ensure the effective utilisation of monies received by the charity as a share of the COVID-19 national fundraising
- Develop annual expenditure plans across all funds
- Ensure the maintenance of adequate resource across funds whilst seeking to maximise the use of the resources
- Review of the trust's fund-raising strategy

The trust has a strategic vision for the redevelopment of its hospital. It has a master plan to provide modern facilities that are fit for purpose and underpin the objective of delivering high quality, effective and efficient patient care.

To maintain the quality of care provided at the trust the charity actively contributes to:

The education and continuing professional development of staff by supporting relevant courses and conferences.

Continued investment in research to ensure continued improvement in patient care.

Our strategic priorities are aligned to the trust's commitment to delivering the Long Term Plan and will provide additional resources above and beyond that provided by the NHS.

We will continue to work hard to support the needs of our patients, staff and carers, enhancing the care that they are able to receive from the NHS. We are hugely grateful for the support that we receive from our donors and our local population; their support makes everything that we do possible. Your support makes these plans possible and to help us please do consider making a donation (see page 29).

Statement of trustee's responsibilities

Under charity law, the trust board are responsible for preparing the trustee's Annual Report and Accounts for each financial year that 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 18 to 20 attached have been compiled from, and are in accordance with the financial records maintained by the trust board.

Approved by the trustees on 2 December 2021, and signed on their behalf by:



John Keddle
Chair of charitable funds committee
Date: 02.12.2021



Saba Sadiq
Director of finance
Date: 02.12.2021

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

I report on the accounts of the trust for the year ended 31 March 2021, which are set out on pages 19 to 28.

Respective responsibilities of trustees and independent examiner

The charity's trustees are responsible for the preparation of the accounts. The trustees consider 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.

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

Use of our report

This report is made solely to the trustees, 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 trustees 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 trustees 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
Address: 400 Capability Green, Luton, LU1 3LU
Date: 6 December 2021

Statement of financial activities for the year ended 31 March 2021

		Restricted Funds £000	Unrestricted Funds £000	Total Funds £000	Total Funds £000
Income and endowments from					
Donations and Legacies	3	165	158	323	198
Other income	4	0	81	81	484
Investments	5	0	0	0	4
Total income		165	239	404	686
Expenditure on					
Raising funds	6	(3)	(61)	(64)	(227)
Charitable activities	7				
- Contributions to the Trust		0	(82)	(82)	(174)
- Medical Research		0	0	0	(130)
- Patient welfare and amenities		0	(56)	(56)	(154)
- Staff welfare and amenities		(65)	(5)	(70)	(15)
Total expenditure		(68)	(204)	(272)	(700)
Net income/(expenditure)		97	35	132	(14)
Transfers between funds		0	0	0	0
Net movement on funds		97	35	132	(14)
Reconciliation of funds					
Fund balances brought forward at 1 April		0	(542)	(642)	(656)
Fund balances carried forward at 31 March		(97)	(677)	(774)	(642)

All gains and losses recognised in the year are included in the statement of financial activities.

Balance sheet as at 31 March 2021

Note	2020/21 Restricted Funds £000	2020/21 Unrestricted Funds £000	2020/21 Total Funds £000	2019/20 Total Funds £000
Current assets				
Debtors	13	0	0	82
Cash and cash equivalents	14	98	765	742
Total current assets	98	765	863	824
Liabilities				
Creditors falling due within one year	15	0	(89)	(182)
Net current liabilities	98	676	774	642
Total net assets	98	676	774	642
Funds of the Charity				
Restricted	98	0	98	0
Unrestricted	0	676	676	642
Total Funds	98	676	774	642

The notes at pages 22 to 28 form part of these accounts.

Approved and authorised for issue by the trustees on 2 December 2021 and signed on their behalf.



John Keddle
Chair of charitable funds committee
Date: 02.12.2021



Saba Sadiq
Director of finance
Date: 02.12.2021

Statement of cash flows for the year ended 31 March 2021

	Note	2020/21 Total Funds £000	2019/20 Total Funds £000
Cash flows from operating activities			
Net expenditure for the reporting period	16	132	(10)
Adjustments for:			
Dividends, interest and rents from investments	5	0	(4)
Decrease in debtors	13	82	93
(Decrease)/Increase in creditors	15	(93)	151
Net cash used in operating activities		121	230
Change in cash and cash equivalents in the reporting period		121	230
Cash and cash equivalents at 1 April 2020		742	512
Cash and cash equivalents at 31 March 2021	14	863	742



Notes to the accounts

1. Accounting policies

1.1. Accounting convention

The financial statements have been prepared under the historic cost convention. The financial statements have been prepared in accordance with 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) and the Charities Act 2011, and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

1.2. Structure of funds

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 and 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.

1.3. Income recognition

All income is recognised and included in full in the Statement of Financial Activities as soon as the following three factors can be met:

- Entitlement: control over the rights or other access to the economic benefit has passed to the charity.
- Probable: it is more likely than not that the economic benefits associated with the transaction or gift will flow to the charity.
- Measurement: the monetary value or amount of both the income and the costs to complete the transaction can be measured reliably.

Income from legacies are accounted for as incoming resources once the receipt of the legacy becomes probable. This will be once confirmation has been received from the representatives of the estates that payment of the legacy will be made or property transferred and once all conditions attached to the legacy have been fulfilled or are within the charity's control to fulfil.

The charity received no gifts in kind.

1.4. Expenditure recognition

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.

Grants payable are payments made to third parties (including NHS bodies) in the furtherance of the charitable objectives. They are accounted for on an accruals basis where the conditions for their payment have been met or where a third party has a reasonable expectation that they will receive the grant. This includes grants paid to NHS bodies.

Support costs are those costs that 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 based on fund balances. Support and governance costs are apportioned across all funds based on the average fund balance for the year.

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.

1.5. Realised gains and losses

There are no realised gains or losses in 2020-21 (nil in 2019-20).

1.6. Debtors

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

1.7. 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.

1.8. 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. There are no amounts which are owed in more than a year.

1.9. Events after the end of the reporting period

No events (either adjusting or non-adjusting) occurred after the end of the reporting period for 2020-21 (nil in 2019-20).

2. Related party transactions

The Princess Alexandra Hospital NHS Trust manages the Princess Alexandra Hospital NHS Trust Charitable Fund, 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 12 of this Annual Report and Accounts.

Details of The Princess Alexandra Hospital NHS Trust are:

Nature of business	2020/21		2019/20	
	Turnover	Adjusted Financial Performance	Turnover	Adjusted Financial Performance
Provision of healthcare	315,122	1,816	288,491	50
	£000	£000	£000	£000

The trust's auditors (Ernst & Young LLP) confirmed that the trust's accounts gave a true and fair view of the financial performance and were prepared in accordance with the National Health Service Act 2006 and associated accounts directions. However, because of the COVID-19 pandemic, the auditors were not able to gain sufficient retrospective assurance on the 31 March 2020 inventory balance. Therefore, their 2020-21 opinion is qualified in relation to the prior year comparative balance.

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 £187,000 as detailed in note 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.

The trust board received no remuneration or re-imbursement of expenses from the charitable fund during 2020-21 (nil in 2019-20).

3. Details of income

	2020/21		2020/21		2020/21		2019/20	
	Restricted Funds	Unrestricted Funds	Total Funds	Restricted Funds	Unrestricted Funds	Total Funds	Total Funds	Total Funds
	£000	£000	£000	£000	£000	£000	£000	£000
Donations	165	158	323	165	158	323	167	167
Legacies	0	0	0	0	0	0	31	31
Total	165	158	323	165	158	323	198	198

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 2019-20.

	2020/21	2020/21	2020/21	2019/20
	Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
	£000	£000	£000	£000
Long Live Liver Appeal	0	1	1	22
Gibberd Ward Garden Appeal	0	0	0	9
My Life Memory Software Appeal	0	0	0	2
Covid Campaign	0	52	52	0
Improving Cancer Service	0	0	0	9
Breast Unit Fundraising Team events	0	28	28	442
Total	0	81	81	484

5. Investment income

	2020/21	2020/21	2020/21	2019/20
	Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
	£000	£000	£000	£000
Interest from cash and cash equivalents	0	0	0	4
	0	0	0	4

6. Expenditure on raising funds

	2020/21	2020/21	2020/21	2019/20
	Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
	£000	£000	£000	£000
PAH Fundraising	3	16	19	3
Long Live Liver Appeal	0	1	1	1
Covid Campaign	0	1	1	0
Improving Cancer Services	0	1	1	0
Breast Unit Fundraising Team events	0	42	42	223
Total	3	61	64	227

7. Charitable expenditure

All charitable expenditure is classified as grant funded activities

	2020/21	2020/21	2020/21	2019/20
	Grant funded activity	Support Costs	Total	Total
	£000	£000	£000	£000
Contributions to the Trust	67	15	82	174
Medical Research	0	0	0	130
Patient welfare and amenities	56	0	56	154
Staff welfare and amenities	70	0	70	15
Total	193	15	208	473

8. Analysis of grants

	2020/21		2020/21		2019/20	
	Number of Grants paid		Total		Total	
			£000		£000	
The Princess Alexandra Hospital NHS Trust	1		187		455	
	1		187		455	

There were no grants made payable to individuals during 2020-21 (nil in 2019-20). All grants are made to The Princess Alexandra Hospital NHS Trust to provide for the care of NHS patients, and the welfare of its 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.

9. Allocation of support costs and overheads

	2020/21		2020/21		2020/21		2019/20	
	Raising Funds		Charitable Activities		Total Funds		Total Funds	
	£000		£000		£000		£000	
Charitable activity								
Administration - staff costs	6		9		15		14	
Other - bank charges	0		1		1		1	
Governance fee								
Independent Examination fee	2		3		5		3	
Fundraising Regulator levy charge	0		1		1		0	
Total support and governance costs	8		14		22		18	

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 1.4.

10. Trustee's remunerations, 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 examiner's remuneration

The Independent examiner's remuneration of £4,800 inclusive of VAT (2019-20 £3,600) related solely to the independent examination with no other additional work undertaken.

13. Analysis of debtors

	Balance 31 March 2021 £000	Balance 31 March 2020 £000
Debtors under 1 year		
Debtors (host Trust)	0	20
Accrued income	0	12
Prepayments	0	50
Total	0	82

14. Analysis of cash and cash equivalents

	Total 2020-21 £000	Total 2019-20 £000
Cash held as short term investments and deposits	832	700
Cash at bank and in hand	31	42
Total	863	742

15. Analysis of liabilities

	Balance 31 March 2021 £000	Balance 31 March 2020 £000
Creditors due within 1 year		
Trade creditors	71	72
Creditors (host Trust)	18	110
Total creditors	89	182

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

	2020/21	2019/20
	Total Funds	Total Funds
	£000	£000
Net (expenditure) / income (as per the statement of financial activities)	132	(14)
Adjustments for:		
Dividends, interest and rents from investments	0	(4)
Decrease in debtors	82	94
(Decrease)/ increase in creditors	(93)	150
Net cash used by operating activities	121	226

17. Analysis of unrestricted and restricted fund movements

	Balance 1 April 2020 £000	Income £000	Expenditure £000	Balance 31 March 2021 £000
Restricted funds				
Princess Alexandra Hospital	0	165	(67)	98
Total	0	165	(67)	98
Unrestricted funds				
Herts & Essex Hospital	1	0	(1)	0
Princess Alexandra Hospital	483	181	(101)	563
St Margaret's Hospital	158	58	(103)	113
Total	642	239	(205)	676
Total Funds	642	404	(272)	774

18. Funding commitments

As at 31 March 2021 the trustees had not made commitments other than those shown as creditors, note 12.

Ways in which to support our charity

Our staff and the public can help to raise funds for the charity, by:

- Fundraise with your school, local club or group. We have many great ideas for fundraising for groups, including some fun socially distanced ideas.
- Fundraise with your workplace or company. Whether or not your business has worked with a charity before, we can tailor a partnership specifically for you and your colleagues. From a one-off fundraising event, to a charity of the year partnership, your support will make a huge difference and we will support you every step of the way.
- Do you have your own ideas of how you would like to raise money for The Princess Alexandra Hospital Charity? If so, we would love to hear all about it. Please email paht.fundraising@nhs.net.
- Donate to your local hospital charity. You can donate online (www.justgiving.com/pahnhs) or set up a direct debit to donate to your local hospital ([Donate - Donation amount - JustGiving](#)).
- You can also donate via cheque. Cheques can be sent to The Princess Alexandra Hospital Charity, Hamstel Road, Harlow, Essex, CM20 1QX and should be made payable to The Princess Alexandra Hospital Charity. Please include your name and address so we can send a thank you letter for your support.
- Follow us on Facebook (The Princess Alexandra Hospital Charity) or Twitter (@PAHCharity) to find out about our latest events.

Donations can be made in the following ways:

Direct into bank account

Bank:	Barclays
Sort code:	20-37-06
Account number:	50113999
Account name:	The Princess Alexandra Hospital NHS Trust Charitable Funds
Reference:	Please state the General Fund

By post

Cheques payable to: The Princess Alexandra Hospital NHS Trust Charitable Funds. Please write on the back of the cheque which fund you would like to donate to, e.g. General Fund, and send to:

The Princess Alexandra Hospital NHS Trust Charitable Funds
Finance Department
Kao Business Park
1st Floor Kao 2
London Road
Harlow
Essex CM17 9NA

By a donation on our Just Giving page, [via this link.](#)

As well as making a general donation, you can also open a page in celebration of and in memory of a loved one. If you are a group or an organisation who is interested in raising money on behalf of the Charity, we would love to hear from you too. For more information and for support if you are holding your own event, please contact or fundraising team:

Gift Aid

Gift Aid is a simple, government initiative which allows us to increase the value of your donations at no extra cost to you. For every pound you give to us we can get an extra 25 pence from HM Revenue and Customs helping your donation go further to help patients and their families. The only condition is that you are a UK tax payer. When making a donation simply let us know that you wish to Gift Aid your donation, to do this all we need is your name and address.

Meeting your needs

We can provide information about our services in different formats and adapt the ways we communicate with you - depending on your needs. For example, we can use Braille, large print or different languages.

Please let us know what your particular needs are and we will do our best to help. You can contact us about accessibility by calling **01279 82 7211**.

The Princess Alexandra Hospital NHS Trust, Hamstel Road, Harlow, Essex, CM20 1QX
01279 44 44 55

Keep up to date with our latest news via social media:



@NHSHarlow



@princessalexandranhs



@NHSHarlow



The Princess Alexandra
Hospital



modern • integrated • outstanding

patient at heart • everyday excellence • creative collaboration