

FRIENDS OF EAST SURREY HOSPITAL
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024

FRIENDS OF EAST SURREY HOSPITAL

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FRIENDS OF EAST SURREY HOSPITAL

SIGNIFICANT INFORMATION

Registered Charity Number 287535

Trustees

Under their Constitution the activities of the Friends are coordinated by a Committee of Trustees whose powers and responsibilities are defined in the Governing Document. The Trustees also decide on the general policy to be adopted in the pursuance of the objectives of the Friends. The Committee of Trustees during the financial year being reported on is set out below.

COMMITTEE OF TRUSTEES 2024

Mrs Jo Sadler	Chair
Mrs Sue Brankin	Hon. Treasurer
Mrs Tarn Shannon	Hon. Secretary

Ms Sere Davoudi
Mr Roy Davies
Ms Denise Moseling
Ms Lisa Perowne
Ms A Rainbird appointed at AGM 3.9.24
Mrs Jackie Redman
Mrs Sue Woodall stood down at AGM 3.9.24

The Chief Executive of East Surrey Healthcare NHS Trust also attends meetings by invitation.

Principal Address:

East Surrey Hospital
Canada Avenue
Redhill, Surrey
RH1 5RH

Solicitors:

TWM
45 West Street
Reigate
Surrey
RH2 7FN

Bankers:

National Westminster Bank
39 High Street
Redhill,
Surrey
RH1 1QN

Independent Examiner:

David Wheeler FCCA
Cheeld Wheeler and Co.
Chartered Certified Accountants
Redhill Chambers
2d High Street
Redhill
Surrey
RH1 1RJ

FRIENDS OF EAST SURREY HOSPITAL

REPORT OF THE TRUSTEES

The Trustees present their report and the financial statements for the year ended 31st December 2024 under the Charities Act 2011 and confirm that they comply with their constitution and the Charities SORP applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK (FRS102).

STRUCTURE GOVERNANCE AND MANAGEMENT

Registration

The Friends of East Surrey Hospital are registered under the Charities Act 1960 and are affiliated to the National Association of Leagues of Hospital Friends, now known as “Attend”. Their registered Charity number is 287535.

Governing Document

The Friends are governed by a written constitution which sets out the rules and objectives under which they may operate. This was adopted in March 1983 and approved by the Charity Commissioners in July 1983. There have been four amendments which have been notified to and approved by the Charity Commissioners.

Governing Body

Trustees are elected at the Friends’ Annual General Meeting. Careful consideration is given to the appointment of Trustees and individuals are approached where there is a need for a particular skill. All areas of responsibility are adequately covered by the existing Committee of Trustees.

Election and training of Trustees

There are nine Trustees of the Charity, all of whom are elected by the membership of the Friends. The ballot takes place at the Charity’s Annual General Meeting, which is held in September each year. Trustees are well briefed about the procedures and policies of the Friends of East Surrey Hospital. Additionally, each Trustee is issued with a copy of the booklet “The essential trustee: what you need to know, what you need to do” CC3, published by the Charity Commission, to provide a source of permanent reference. Trustees are also encouraged to attend external training courses, where this is considered appropriate.

Organisational Management

The Trustees, who meet six times per year, are legally responsible for the overall management and control of the Friends of the East Surrey Hospital. The Trustees determine the strategic policy of the Friends and regularly review its operations.

Risk Management

The Trustees are responsible for the risk faced by Friends, their Members and Shop Helpers. Risks are identified, assessed and controls applied throughout the year. The Trustees regularly carry out a review of the Risk Analysis of the Friends’ activities, so that preventative measures can be taken to minimise any area of risk to the Charity’s customers or to the Shop Helpers that are identified in this review.

FRIENDS OF EAST SURREY HOSPITAL

REPORT OF THE TRUSTEES (continued)

CHARITABLE OBJECTS, AIMS AND OBJECTIVES

Objects

The Friends are governed by a written constitution, which sets out the rules and objectives under which they may operate. Its charitable objectives are to supplement the service provided by East Surrey Hospital with monetary grants for the benefit of patients, staff and visitors.

Aims

The Friends' aim is to assist in promoting the health, comfort and welfare of the patients, their visitors and the staff of the East Surrey Hospital, by the provision of equipment, medical and otherwise, and amenities, by running a Coffee Shop in the Hospital and generally by supporting the charitable work of the Hospital.

Objectives and activities for the public benefit

The Trustees' objectives for the year were: -

- (i) Fundraising to enable the purchase of equipment and amenities for the Hospital
- (ii) To ensure the smooth running of the Charity's Coffee Shop, in order to provide an efficient service to the Hospital's community making available refreshments, reading matter and other useful items; to raise funds to support the Hospital.
- (iii) To recruit sufficient volunteers, in order to ensure that the Friends' Shop is adequately staffed during their opening times
- (iv) To continue to support the charitable work of the Hospital

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Trust's aims and objectives, and in planning future activities.

Powers

Under the terms of the governing document, any monies and property of the Friends' not immediately required for the purposes of the Friends' may be held or vested in such persons as the Committee may from time to time determine.

Grant making policy

The Trustees consider the approval of grants at their Committee Meetings following the receipt of their application form, countersigned by the duly appointed Hospital executives, in respect of submissions to the Charity. Grants are made to further the aims of the Friends' to purchase equipment and amenities. The Friends' do not support staffing costs or maintenance costs of equipment and amenities for the Hospital.

Volunteers

The Trustees of the Friends are extremely grateful to the Charity's Shop Helpers and Volunteers for their unstinting efforts. They give freely of their time in support of our objectives and are involved in a wide sphere of activities in operating the shop, fundraising and administration. To calculate a monetary value of their activities would not be practical.

FRIENDS OF EAST SURREY HOSPITAL

REPORT OF THE TRUSTEES (continued)

REVIEW OF ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR

Organisational performance

The shop generated takings of £186,614 (2023: £51,155) and generated an operating profit of £70,281 for the year (2023: £24,513).

FINANCIAL REVIEW AND RESULTS FOR THE YEAR

This is the first full year of trading since our closure due to covid 19, the trustees are pleased to report a profit of £81,011. This included the generous donation of £25,000 and associated gift aid, which was for use in the refurbishment of the shop carried out in February 2025.

Income for the year totalled £110,257 (2023: £43,598) including £70,281 (2023: £24,513) from running the shop and donations, legacies and gift aid of £37,124 (2023: £17,870). Grants to the hospital totalled £19,317 (2023: £3,918). The total results for the year were net income of £81,011 (2023: £29,509).

The reserves to carry forward are £258,799 (2023: £177,788). They will be used to fund further needs of the hospital, its staff and patients as required.

GRANTS MADE TO THE HOSPITAL

During the year the trustees approved grants totaling £27,713, although not all of these were paid out in 2024. For the first time we ensured that all patients in hospital on Christmas day received a gift from the Friends.

We encourage the staff of the hospital to submit grants for equipment or other items that are required to improve the well being of staff, patients and visitors to the hospital

RESERVES POLICY

General reserves

Reserves are built up in order to purchase expensive items of equipment every few years.

Bank and Cash Reserves

As recommended by guidance from the Charity Commission, a cash balance is maintained in the Friends' current bank account to cover the necessity for making alternative arrangements, in the event of any current supplier failing to continue providing an existing service.

FRIENDS OF EAST SURREY HOSPITAL

REPORT OF THE TRUSTEES (continued)

CHAIRS REPORT

2024 saw further improvements to the East Entrance Shop. We regained our storeroom, increased our opening hours and reopened on Saturdays. Our range of goods was extended back to our original pre-covid offering with the reintroduction of newspapers, greetings cards and, by September, sandwiches. We received a generous offer of a donation to refurbish the shop and we were able to engage the services of Catersales Ltd to redesign it to improve customer accessibility, curb appeal and customer flow.

With the shop redevelopment complete, we believe we have the correct range of goods, shop layout and equipment required to allow us to keep up with the continued increase in sales we have had since the refurbishment. The Trustees will now focus on building relationships with key stakeholders and improving our visibility within the hospital with the dual aims of:

- increasing our sales and funds
- Increasing grant requests and donations to the hospital

In 2025 We opened the shop on Sundays. Whilst appreciated by the customers who used it, the increased strain on the rota, volunteers and shop management team did not justify the additional income it generated. Throughout 2026, the Trustees will continue to recruit new volunteers to strengthen the rota Monday to Saturday.

Working in the shop, I know what a rewarding experience it is and see firsthand, the wonderful rapport between our volunteers and customers. This was a challenging year for our shop volunteers with changes to equipment, layout hours and processes. I'm incredibly grateful to them all for their dedication, patience and support. This year, it's been wonderful to enjoy time with them, away from the busy shop environment, at the coffee mornings and garden party kindly arranged by Tarn Shannon. We will continue to hold these socials regularly in the future.

My thanks go to Satinder Madan who has stepped in to help with the rota, to the Estates team for their patience and help throughout our refit. To the Trust's outgoing Chief Executive, Angela Stevenson and Chief Finance Officer, Paul Simpson, we wish them well in their retirement and we look forward to meeting with the new Chief Executive, Andrew Hines, in October and working with him in the years ahead.

Finally, it is my pleasant duty to thank the Trustees most sincerely for their many hours of good work, advice and support throughout the year. Most especially, we must thank Jackie Redman who is standing down as a Trustee after 21 years on the Board. Up until our Covid closure Jackie managed the volunteers, recruiting and training the team as well as producing all the rotas. Jackie's guidance was invaluable throughout the various stages of reopening and we are delighted that she will continue to volunteer in the shop.

FRIENDS OF EAST SURREY HOSPITAL

REPORT OF THE TRUSTEES (continued)

INDEPENDENT EXAMINER

A proposal for the reappointment of the independent examiner, David Wheeler of Cheeld Wheeler & Co, who is willing to continue in office, will be proposed at the Friends' Annual General Meeting.

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

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

Approved by the Trustees on ^{21 Aug. 2016} and signed on their behalf by



Mrs J Sadler (Chair)

FRIENDS OF EAST SURREY HOSPITAL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

FRIENDS OF EAST SURREY HOSPITAL

I report to the charity trustees on my examination of the accounts of Friends of East Surrey Hospital for the year ended 31st December 2024.

Responsibilities and basis of report

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


I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable 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 a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.


David Wheeler FCCA – Independent Examiner

Cheeld Wheeler & Co.
Chartered Certified Accountants
Redhill Chambers
2d High Street
Redhill
Surrey RH1 1RJ

Date: 22 August 2025

FRIENDS OF EAST SURREY HOSPITAL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE

YEAR ENDED 31 DECEMBER 2024


	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>2024</u> <u>Totals</u> £	<u>2023</u> <u>Totals</u> £
<u>GENERAL FUND</u>					
INCOME					
Donations and legacies	2	5,874	31,250	37,124	17,870
Trading activities: profit	3	70,281	-	70,281	24,513
Investment income	4	2,473	-	2,473	1,215
Other		379	-	379	-
Total income		<u>79,007</u>	<u>31,250</u>	<u>110,257</u>	<u>43,598</u>
EXPENDITURE					
Charitable expenditure	5	19,317	-	19,317	3,918
Management and administration	6	7,305	1,124	8,429	8,897
Governance	7	1,500	-	1,500	1,274
Total expenditure for the year		<u>26,049</u>	<u>1,124</u>	<u>29,246</u>	<u>14,089</u>
Net movement in funds		50,885	30,126	81,011	29,509
RECONCILIATION OF FUNDS					
GENERAL FUND brought forward		<u>177,788</u>	<u>-</u>	<u>177,788</u>	<u>148,279</u>
GENERAL FUND carried forward		<u>228,673</u>	<u>30,126</u>	<u>258,799</u>	<u>£177,788</u>


The notes on pages 10 to 13 form an integral part of these accounts

FRIENDS OF EAST SURREY HOSPITAL
BALANCE SHEET AS AT 31 DECEMBER 2024

	<u>Notes</u>	<u>2024</u> £	<u>2023</u> £
FIXED ASSETS			
Tangible assets	8	26,259	-
CURRENT ASSETS			
Stocks		7,569	3,739
Debtors	9	2,954	438
Cash at bank and in hand	10	223,517	176,446
TOTAL CURRENT ASSETS		<u>234,040</u>	<u>180,623</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year	11	<u>1,500</u>	<u>2,835</u>
NET CURRENT ASSETS		<u>232,540</u>	<u>177,788</u>
TOTAL NET ASSETS		<u>£258,799</u>	<u>177,788</u>
REPRESENTED BY:			
Unrestricted fund - general		228,673	177,788
Restricted fund -		<u>30,126</u>	<u>-</u>
TOTAL CHARITY FUNDS		<u>£258,799</u>	<u>£177,788</u>

Approved by the Trustees and signed on their behalf by:

.....

 Mrs J Sadler (Trustee)

.....

 S Brankin (Trustee)

Date: 22 August 2024

The notes on pages 10 to 13 form an integral part of these accounts

FRIENDS OF EAST SURREY HOSPITAL

NOTES TO THE ACCOUNTS FOR THE

YEAR ENDED 31 DECEMBER 2024

1. ACCOUNTING POLICIES

Basis of Accounting

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

Income

Subscriptions, donations and legacies are accounted for when received by the charity. Other income is accounted for on an accruals basis as far as it is prudent to do so.

Income includes income tax recoverable.

Gifts in Kind

The Charity receives the benefit of work carried out by volunteers.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment – 25% on cost

Fixtures and fittings – 25% on cost

Stock

Stock is valued at the lower of cost and net realisable value.

Taxation

The charity is exempt from income tax and capital gains tax but not from VAT.

2.

Donations & Legacies

	<u>2024</u>	<u>2023</u>
	£	£
Donations	30,874	6,840
Legacies	-	11,030
Gift Aid	6,250	-
	<u>37,124</u>	<u>£17,870</u>

FRIENDS OF EAST SURREY HOSPITAL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024 (continued)

	<u>2024</u>	<u>2023</u>
	£	£
3. NET INCOME OF TRADING ACTIVITIES		
<u>Shop</u>		
Turnover	186,614	51,155
Cost of sales		
purchases	114,274	26,018
repairs and cleaning	-	-
	<u>(114,274)</u>	<u>(26,018)</u>
Gross profit	72,340	25,137
Administrative expenses	(2,011)	(596)
Bank charges	(48)	(28)
	<u>70,281</u>	<u>£24,513</u>
	<u>2024</u>	<u>2023</u>
	£	£
4. INVESTMENT INCOME		
Interest received	<u>2,473</u>	<u>1,215</u>
5. DIRECT CHARITABLE EXPENDITURE		
During the period, the cost of grants made to the hospital for equipment and other items totalled £19,317 (2023: £3,918)		
6. MANAGEMENT AND ADMINISTRATION OF THE CHARITY	<u>2024</u>	<u>2023</u>
	£	£
Insurance, printing, book-keeping and general admin	<u>8,429</u>	<u>8,897</u>
7. GOVERNANCE COSTS	<u>2024</u>	<u>2023</u>
	£	£
Independent examiner's fee (incl. accounts preparation)	1,500	750
AGM costs	-	524
	<u>£1,500</u>	<u>£1,274</u>

FRIENDS OF EAST SURREY HOSPITAL

NOTES TO THE ACCOUNTS FOR THE

YEAR ENDED 31 DECEMBER 2024 (continued)

	Fixtures & Fittings £	Computer Equipment £	Total £
8. FIXED ASSETS			
Cost at 1 st January 2024	-	-	-
Additions	26,198	1,184	27,382
Cost at 31 st December 2024	26,198	1,184	27,382
Depreciation			
At 1 st January 2024	-	-	-
Charge for year	1,087	37	1,124
At 31 st December 2024	1,087	37	1,124
Net book value at 31 st December 2024	25,111	1,147	26,258
	<u>2024</u>		<u>2023</u>
	£		£
9. DEBTORS			
Prepayments	448		438
VAT recoverable	2,505		-
	2,953		438
10. CASH AT BANK AND IN HAND			
Bank current account	55,000		55,000
Bank deposit account	168,331		121,446
Cash in hand	186		-
	223,517		176,446
11. CREDITORS: amounts falling due within one year			
Trade creditors	-		399
VAT	-		1,686
Other creditors and accruals	1,500		750
	1,500		2,835

FRIENDS OF EAST SURREY HOSPITAL

12. MOVEMENT IN FUNDS

	<u>At 1</u> <u>January</u> <u>2024</u> £	<u>Net</u> <u>Movement</u> <u>in funds</u> £	<u>Transfer</u> <u>between</u> <u>funds</u> £	<u>At 31</u> <u>December</u> <u>2024</u> £
Unrestricted funds				
General fund	177,788	52,958	-	230,746
Total Unrestricted Funds	177,788	52,958	-	230,746
Restricted funds				
Donation	-	28,053	-	28,053
Total Restricted Funds	-	28,053	-	28,053
TOTAL FUNDS	-	81,011	-	258,799

Net movements in funds, included in the above, are as follows

	<u>Income and</u> <u>endowments</u> £	<u>Expenditure</u> £	<u>Movement</u> <u>in funds</u> £
Unrestricted funds			
General fund	79,007	(28,122)	50,885
Restricted funds			
Shop refit	31,250	(1,124)	30,126
TOTAL FUNDS	110,257	(29,246)	£81,011

13. FUNDS OF THE CHARITY

	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>Total</u> £
Fixed costs	-	26,259	26,259
Stock	7,569	-	7,569
Debtors	2,954	-	2,954
Cash	219,650	3,867	223,517
Creditors	(1,500)	-	(1,500)
At 31 December 2024	228,673	30,126	258,799

FRIENDS OF EAST SURREY HOSPITAL

14. FUTURE COMMITMENTS

The Friends regularly appraise the requests for capital equipment and other expenditure from the Hospital and the total committed to but not yet invoiced is NIL.

15. VOLUNTEERS

The Volunteers provide their time freely in support of the charity. It is impractical to provide an estimate of the value of the service that they provide to the charity.

Travel, parking and other expenses of £8 were reimbursed to the volunteers during the year (2023: NIL).

16. TRUSTEES' EXPENSES

During the year the trustees claimed a total of £1,821 (2023: 1,821) for expenses incurred by them on behalf of the charity.

17. RELATED PARTY TRANSACTIONS

There are no related party transactions that require disclosure.