



**THE FRIENDS OF
BLANDFORD COMMUNITY HOSPITAL**

Founded 1948

REPORT AND ACCOUNTS

2009

**MEMBER GROUP OF “ATTEND”
(formerly THE NATIONAL ASSOCIATION
OF HOSPITAL AND COMMUNITY FRIENDS)**

Registered Charity No. 800482

Notice of Meeting

NOTICE IS HEREBY GIVEN that the 52nd ANNUAL GENERAL MEETING of THE FRIENDS OF BLANDFORD COMMUNITY HOSPITAL will be held at The Hospital, Milldown Road, Blandford Forum, Dorset on **Wednesday 8th July 2009 at 6.30pm** for the following purposes:

(1) To receive and adopt the Report of the Council on the Association's activities and the examined Statement of Accounts for the year ended 31 March 2009.

(2) Elections to Council

Under the provisions of rule 7(G) of the Constitution the following members of the Council retire at the end of this meeting and, being eligible, offer themselves for re-election:-

Mr J C Addison
Mr R H Billington

Mr W McLaughlin

Mr B Burrows, Mr G Mosney and Mr R McLaren have offered their resignation from the Council.

Under the provisions of rule 7(J) a public notice was advertised on 15 May 2009 calling for any nominations for the Council to be delivered to the Secretary by 22nd May 2009 and two such nominations have been received for Mrs J Fairweather and Mr M Wood. No further nominations having been received than are required to fill the vacancies on the Council, the following are duly elected.

Mr J C Addison
Mr R H Billington
Mrs J Fairweather

Mr W McLaughlin
Mr M Wood

(3) To appoint an Independent Examiner of the Accounts and to authorise the Council to determine their remuneration.

(4) To transact any other ordinary business of the Association.

After completion of formal business there will be a talk by Dr David Knott from DOTS (Dorset Orthopaedic Treatment Service) about the service soon to be provided by Dr Knott and his clinical team at Blandford, following the purchase of an image intensifier by the Friends of Blandford Hospital.

Light refreshments will be served after the meeting

By order of the Council

R J DAVIES
Secretary

1 June 2009

THE FRIENDS OF BLANDFORD COMMUNITY HOSPITAL

Patron	The Viscount Portman
President	Dr D I T Wilson M.B.E.
Life Vice Presidents	Mrs B Greenleaves G Adam O.B.E.
Council	J C Addison M.B.E. R H Billington Mrs H Bracewell T Bridle A.I.B. Mrs R J Davies Mrs J Fairweather P Fale M.A. D M Green J Izzo R McLaren W McLaughlin F.R.I.C.S. Mrs B Pond Mrs L Prior Mrs A Schofield Mrs J Stayt
Management Board	P Fale M.A. (Chairman) W McLaughlin F.R.I.C.S. (Deputy Chairman/Project Manager) J Izzo (Community Service Working Group) Mrs A Schofield (Finance and Projects Working Group) T Bridle A.I.B. (Treasurer) G Adam O.B.E. (Fundraising Working Group) Mrs R J Davies (Secretary) J C Addison M.B.E. (Shop Support Group)
In attendance at Meetings	Mrs K Pope (Acting Hospital Matron)
Bankers	Barclays Bank plc 9 High Street, Colchester, CO1 1DD National Westminster Bank plc 25 Market Place, Blandford Forum, DT11 7AQ
Accounts Examiner	J N Butt A.C.A.
Secretary	Mrs R J Davies
Treasurer	T Bridle A.I.B.
Office	Blandford Community Hospital Milldown Road, Blandford Forum, DT11 7DD Telephone and Facsimile - 01258 450095 (direct line) Email: friends.blandford@dorset-pct.nhs.uk

REPORT OF THE COUNCIL

The members of Council (who are also Trustees of the charity) present their report and financial statements for the year ended 31 March 2009.

Reference and Administrative information

Details under this heading are contained on Page 2 and should be read as part of this report.

Structure, Governance and Management

The charity's governing document is "The Friends of Blandford Community Hospital Constitution, Objects and Rules" dated March 1994 (amended 2008) as amended by rule 2 (D).

The Trustees are elected by members at the Annual General Meeting. Council may appoint additional or replacement Trustees to fill vacancies until the next AGM. Officers are appointed by Council from those elected by members. New trustees meet with officers and are made fully aware of their legal obligations under charity law, the content of the Constitution and all relevant aspects of the Friends' operations.

The full Council consists of 20 members from whom the Management Board as shown on page 2 is comprised. All members of Council are expected to serve on at least one of the working groups specialising in a specific aspect of our work.

Objectives and Activities

The objects of the Friends are to relieve patients and former patients of Blandford Community Hospital and other invalids in the community (defined as the area served by the Dorset Primary Care Trust) who are sick, convalescent, disabled, handicapped, infirm or in need of financial assistance and, generally, to support the work of the hospital.

In pursuance of these objects the Council continued to raise funds and to invite and receive contributions from individuals and organisations by way of subscriptions, donations or otherwise. Efforts are made to enlist the support of a broadly based substantial membership in order to keep in touch with the actual needs of the population, and existing members are encouraged to assist in this respect. The Friends continued to supplement the service provided by the hospital management for the health, welfare and comfort of patients and other invalids in the community, and also provided amenities in the hospital and community for patients and staff.

In considering applications for financial support the following priorities are adopted:

- a) Major projects that add to the well-being and/or treatment of patients and/or the working conditions of the staff.
- b) Additional equipment that would extend or enhance work carried out by consultants in the hospital.
- c) Additional equipment to facilitate treatment given in the wards and outpatient clinics.
- d) Grants for further training of hospital staff, especially nursing staff.
- e) Improvements to the hospital environment.
- f) Equipment for improved care in the community.

It is expected that Dorset Primary Care Trust will fund the provision and replacement of standard hospital equipment, and fixtures and fittings.

REPORT OF THE COUNCIL (continued)

Achievements and Performance

The Friends have continued with their support of the hospital and local community, but unfortunately, it has been a year of frustration, in which bureaucratic reasons caused the slowness in realising projects. However on a more positive note, Kate Pope, Acting Hospital Matron, has made great efforts to increase theatre activity within the hospital with varying degrees of success. Arrangements for the pain relief clinic have been made and this is due to start soon, along with a respiratory clinic. A number of small projects have been completed including the wet room conversion on Portman Ward, alterations in Xray reception and the refurbishment of the Seminar and Committee rooms.

We have held our usual annual fundraising events and this year we hosted a special Garden Party to commemorate our 60th Anniversary. Our two shops continue to do well and are the main contributor to our funds. Sturminster Newton shop has benefited from a recent refurbishment and both are well supported.

Our team of community volunteers continues to grow, along with the number of people that they are now supporting. We also now have a mini-bus, which is used both for transport to appointments and for social events. This has been specially adapted to transport those who have limited mobility and is already enriching the lives of many of our clients.

Financial Review

The Council is aware of its responsibility to invest funds prudently to achieve both income and capital growth and this aspect is reviewed regularly by the Management Board. It is Council policy to maintain in normal circumstances, a core reserve of at least £300,000 which, with the income generated, will provide sufficient funding to meet requests for support without undue delay. This reserve is currently represented by the investment in Charifund units, details of which are shown in the financial statements. The Management Board has authority to spend £100,000 on any one project within a total of £200,000 for a six-monthly-period without reference to Council.

In the year ended 31 March 2009 incoming resources were reduced as compared with the previous year by £146,151 as fewer large legacies were received. There also still remains a considerable uncertainty in respect of the future facilities to be provided at Blandford and this has frustrated the efforts of the Friends in their attempts to contribute to the effectiveness of the Hospital. In common with all equity based investments, the past year has seen a further reduction in the market value of our Charifund units. Total funds held by the Friends are therefore reduced by £109,215 to £1,002,809.

Plans for Future Periods

This year we will be holding our usual annual fundraising events again, and this will also include a concert by the Band of the Royal Corps of Signals. This was an extremely popular and enjoyable event last year and the band have been kind enough to agree to another concert. This will take place in December.

Within the hospital, it is hoped that the work on the Portman Ward conservatory will start soon – enabling it to be used all the year round. Also that it will be possible to resume the endoscopy service. The theatre has to be brought up to EU standards before this is possible.

With the Friends representing the health needs and concerns of the locality, it is hoped that we can increase our membership numbers. This has been a year of solid achievement, but still much needs to be done.

REPORT OF THE COUNCIL (continued)

Trustees' Responsibilities

Charity law requires the Trustees to prepare statements of account for each financial year which give a true and fair view of the charity's incoming resources and application of resources during the year and of its state of affairs at the end of the year. In preparing these financial statements the Trustees are required to:

- a) Select suitable accounting policies and then apply them consistently.
- b) Make judgements and estimates that are reasonable and prudent.
- c) State whether the policies adopted are in accordance with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.
- d) Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity, and to enable them to ensure that the financial statements comply with current legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities. All risks to which the charity might be exposed have been reviewed and systems established in mitigation. Insurance is in place as considered appropriate.

The Trustees confirm that the accounts comply with current statutory requirements, those of the charity's governing document and the requirements of Statement of Recommended Practice.

Staff and Volunteers

The Council has been well supported as usual by the three members of staff, Sarah Connors as office manager, Jean Durrant as community services coordinator and Emma Campbell as fundraising coordinator, each, along with the many volunteers, contributing significantly to the efficiency of the Friends' organisation and activities.

Remuneration

All officers and members of the Council are honorary and did not receive any remuneration during the year or other sums except by way of reimbursement of expenditure incurred on behalf of the charity.

Independent Examiner

The Charities Act 2006 introduced an increased income threshold amending the previous audit requirements. At the Friends' present income level an independent examination can be undertaken instead of an audit and advantage has been taken of this provision. Mr J N Butt who holds the necessary professional accountancy qualification and who has been sufficiently independent of the Friends' activities and decisions during the past year was accordingly appointed in this respect, his report appearing on page 6.

Signed on behalf of the Council by:

R J DAVIES – Secretary

13 May 2009

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE FRIENDS OF BLANDFORD COMMUNITY HOSPITAL

I report on the accounts of the Friends of Blandford Community Hospital for the year ended 31 March 2009 which are set out on pages 7 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees, who are responsible for the preparation of the accounts, consider that an audit is not required for this year under section 43 (2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 (3) (a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43 (7) (b) of the 1993 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 Commissioners. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the 1993 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jeff Butt

Associate of the Institute of Chartered Accountants in England and Wales.

Broadacres, The Ridge, Woodfalls, Wiltshire, SP5 2LQ.

18 May 2009

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2009**

	Notes	General Fund	Designated Fund	2009	2008
Incoming Resources from generated funds					
Voluntary: Subscriptions and Donations		49,963		49,963	41,224
Legacies	3	88,899		88,899	257,427
Activities for generating funds	4	108,143		108,143	105,568
Investment Income	11	<u>52,695</u>	<u>617</u>	<u>53,312</u>	<u>42,249</u>
		<u>299,700</u>	<u>617</u>	<u>300,317</u>	<u>446,468</u>
Resources Expended					
Charitable Activities	2	133,128	2,000	135,128	166,708
Costs of generating funds	4	25,108		25,108	24,177
Governance costs	5	<u>68,505</u>		<u>68,505</u>	<u>53,705</u>
		<u>226,741</u>	<u>2,000</u>	<u>228,741</u>	<u>244,590</u>
Net Incoming Resources		72,959	(1,383)	71,576	201,878
Unrealised Gain (Loss) on Investments	8	<u>(180,791)</u>		<u>(180,791)</u>	<u>(117,583)</u>
Net Movement in Funds		<u>(107,832)</u>	<u>(1,383)</u>	<u>(109,215)</u>	<u>84,295</u>
Balances brought forward at 1 April 2008		<u>1,086,490</u>	<u>25,534</u>	<u>1,112,024</u>	<u>1,027,729</u>
Balances carried forward at 31 March 2009		<u>£978,658</u>	<u>£24,151</u>	<u>£1,002,809</u>	<u>£1,112,024</u>

BALANCE SHEET AT 31 MARCH 2009

	Notes	General Fund	Designated Fund	2009	2008
Fixed Assets					
Tangible Assets	7	334,448		334,448	323,221
Investments	8	<u>301,849</u>		<u>301,849</u>	<u>482,640</u>
		636,297		636,297	805,861
Current Assets					
Stock		2,611		2,611	
Debtors	9	7,394		7,394	11,325
Cash at Bank and in hand	10	<u>554,398</u>	<u>24,151</u>	<u>578,549</u>	<u>459,295</u>
		564,403	24,151	588,554	470,620
Creditors (amounts due within one year)	6	<u>222,042</u>		<u>222,042</u>	<u>122,607</u>
		<u>342,361</u>	<u>24,151</u>	<u>366,512</u>	<u>348,013</u>
Total Assets less current liabilities		<u>978,658</u>	<u>24,151</u>	<u>1,002,809</u>	1,153,874
Creditors (amounts due after one year)					<u>41,850</u>
Total Funds – Unrestricted		<u>£978,658</u>	<u>£24,151</u>	<u>£1,002,809</u>	<u>£1,112,024</u>

These accounts were approved by the Council on 13 May 2009

P FALE - Chairman

T BRIDLE – Treasurer

NOTES FORMING PART OF THE ACCOUNTS

1. Accounting Policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" and the Financial Reporting Standard for Smaller Entities published in March 2005.
- b) Income is taken into account when received and can be applied as stated in the principal activities on page 3. Expenditure is recognised when there is a legal or constructive obligation to pay.
- c) The Designated Fund arises from the transfer of assets of the former Blandford Aid in Sickness Fund which are administered by the Friends for community purposes.
- d) Expenditure on motor vehicles and equipment and fittings is depreciated at an annual rate of 25% of the written down value.
- e) The quoted investments are shown at middle market value at the Balance Sheet date and the unrealised loss is reflected in total funds.
- f) During the year the Charity has received goods for sale in its fundraising activities. Because it is not practical to value them on receipt, sale proceeds are recorded as income when sold.
- g) Stock purchased for resale is valued at the lower of cost and net realisable value after making allowances for obsolete and slow moving items.
- h) Rentals paid under operating leases are charged to resources expended on a straight line basis over the period of the lease.

2. Resources Expended on Charitable Activities

	General Fund	Designated Fund	2009	2008
Hospital Equipment and Amenities	107,678		107,678	152,036
Community				
Community Volunteers Scheme	9,340		9,340	6,842
Adaption of electric wheelchair		2,000	2,000	1,500
Mini Bus Leasing Costs	6,516		6,516	
Mini Bus Running Costs	<u>5,679</u>		<u>5,679</u>	<u> </u>
	<u>21,535</u>	<u>2,000</u>	<u>23,535</u>	<u>8,342</u>
Hospital Staff				
Training	2,415		2,415	4,840
Dinner/Dance	<u>1,500</u>		<u>1,500</u>	<u>1,490</u>
	<u>3,915</u>		<u>3,915</u>	<u>6,330</u>
	<u>133,128</u>	<u>2,000</u>	<u>135,128</u>	<u>166,708</u>

3. Legacies were received from the following Estates:-

E M Hawkins	85,778
W A Squires	<u>3,231</u>
	89,009
Repayment L S Jay	<u>110</u>
	<u>88,899</u>

4. Income and Costs of generating funds			2009	2008
	Income	Expenditure	Net Proceeds	
Trading income and associated costs	88,102	20,516	67,586	70,180
Events income and associated costs				
Auction	5,456	428	5,028	5,271
Autumn Fair	7,762	1,093	6,669	5,168
Fashion Shows	4,009	339	3,670	3,001
Royal Signals Band Concert	1,638	496	1,142	0
Other Events	<u>1,176</u>	<u>225</u>	<u>951</u>	<u>1,874</u>
	<u>108,143</u>	23,097	85,046	85,494
General Publicity costs		<u>2,011</u>	<u>(2,011)</u>	<u>(4,103)</u>
		<u>25,108</u>	<u>83,035</u>	<u>81,391</u>

Details of shop trading during the year are as follows:-

		Blandford	Sturminster Newton
Sales		88,102	37,415
Less Direct Expenses			50,687
Rent	7,408	7,408	0
Rates	2,836	1,265	1,571
Electricity	1,694	875	819
Telephone	535	283	252
Insurance	956	387	569
Repairs and Improvements	1,081	307	774
Cleaning	1,172	639	533
Security Link	151	151	0
Goods for Resale	3,565	1,782	1,783
Administration	677	339	338
Incidentals	<u>441</u>	<u>220</u>	<u>221</u>
Net Trading Surplus		<u>67,586</u>	<u>43,827</u>

5. Governance Costs **2009** **2008**
(including costs of services supporting Charitable expenditure and Fundraising activities)

Office salaries (3 part time employees)	40,817	39,022
Printing and stationery	3,604	2,494
Postage	399	1,054
Telephone	1,297	989
Accounts Examiner's/Auditors Remuneration Fee	500	734
Subscriptions and Insurance	775	765
Travelling, conference and meeting expenses	854	1,477
Motor Vehicle running	892	1,093
Property costs	16,832	4,713
Depreciation of assets	846	1,053
Miscellaneous	410	311
Garden Party	<u>1,279</u>	<u>0</u>
	<u>68,505</u>	<u>53,705</u>

6. Creditors

Authorised Grants	214,642	164,457
Accruals	<u>7,400</u>	<u>0</u>
	<u>222,042</u>	<u>164,457</u>

7. Tangible Fixed Assets

	Freehold Land and Buildings	Equipment and Fittings	Motor Vehicle	Total
Cost or valuation				
Balance brought forward	319,833	17,231	5,765	342,829
Additions	<u>9,312</u>	<u>2,761</u>	<u>0</u>	<u>12,073</u>
Balance carried forward	<u>329,145</u>	<u>19,992</u>	<u>5,765</u>	<u>354,902</u>
Accumulated depreciation				
Balance brought forward	0	14,349	5,259	19,608
Charge for year	<u>0</u>	<u>720</u>	<u>126</u>	<u>846</u>
Balance carried forward	<u>0</u>	<u>15,069</u>	<u>5,385</u>	<u>20,454</u>
Net book value				
At 31 March 2009	<u>329,145</u>	<u>4,923</u>	<u>380</u>	<u>334,448</u>
At 31 March 2008	<u>319,833</u>	<u>2,882</u>	<u>506</u>	<u>323,221</u>

8. Investments (Unit Trust)

	2009	2008
36,845 Charifund Income Units		
Market Value at 1 April 2008	482,640	600,223
Gain (Loss) on revaluation	<u>(180,791)</u>	<u>(117,583)</u>
Market Value at 31 March 2009	<u>301,849</u>	<u>482,640</u>

9. Debtors

Income Tax recoverable	3,000	3,040
Other prepayments	<u>4,394</u>	<u>8,285</u>
	<u>7,394</u>	<u>11,325</u>

10. Cash at Bank and in hand

	General Fund	Designated Fund		
Barclays Bank Group Deposit	550,069	24,151	574,220	451,332
National Westminster Bank	1,229		1,229	2,847
Barclays Bank Matrons Account	3,000		3,000	5,016
Cash Float	<u>100</u>		<u>100</u>	<u>100</u>
	<u>554,398</u>	<u>24,151</u>	<u>578,549</u>	<u>459,295</u>

11. Investment Income and Interest

	General Fund	Designated Fund	2009	2008
Unit Trust dividends	27,505		27,505	26,241
Deposit interest	18,163	617	18,780	9,043
Rents received	7,026		7,026	6,762
Building Society interest	<u>1</u>		<u>1</u>	<u>203</u>
	<u>52,695</u>	<u>617</u>	<u>53,312</u>	<u>42,249</u>

12. Operating Lease Commitments

The following operating lease payments are committed to be paid within one year

	2009	2008
	£	£
Expiring:		
Between one and five years	14,503	0

ANALYSIS OF MEMBERSHIP

	2009	2008
BLANDFORD FORUM	298	300
BLANDFORD ST MARY	42	46
BROAD OAK	3	4
BRYANSTON	14	13
CHARLTON MARSHALL	53	55
CHILD OKEFORD	82	90
DURWESTON	21	24
FARRINGTON	3	3
HAZELBURY BRYAN/IBBERTON	3	5
IWERNE MINSTER	42	44
LANGTON LONG	5	5
OKEFORD FITZPAINE	16	16
PIMPERNE/LETTON	27	35
SHILLINGSTONE	27	30
SPETISBURY	15	16
SHROTON	31	29
STOURPAINE	23	23
STURMINSTER NEWTON AREA	56	82
TARRANT GUNVILLE	13	12
TARRANT HINTON	5	5
TARRANT KEYNSTON	14	15
TARRANT MONKTON/LAUNCESTON	6	7
TARRANT RUSHTON/RAWSTON	3	3
WINTERBORNE HOUGHTON	6	6
WINTERBORNE KINGSTON	3	4
WINTERBORNE STICKLAND/TURNWORTH	17	17
WINTERBORNE WHITECHURCH	5	4
OTHER AREAS	<u>90</u>	<u>68</u>
	<u>923</u>	<u>961</u>

Joint subscriptions have been counted as one.

If you would like to help by recruiting members in your area, please contact the Friends' Office, Blandford Community Hospital, Milldown Road, Blandford Forum, Dorset, DT11 7DD. Telephone/Fax: 01258 450095.

FIVE YEAR FINANCIAL SUMMARY for the years ended 31 March

	2009	2008	2007	2006	2005
Charitable Expenditure	135,128	166,708	47,146	56,432	207,622
Operating Surplus (Deficit)	71,576	201,878	79,974	121,737	(91,842)
Total Funds	1,002,809	1,112,024	1,027,729	915,472	702,381