



**THE FRIENDS OF
BLANDFORD COMMUNITY HOSPITAL**

Founded 1948

REPORT AND ACCOUNTS

2011

**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 54th ANNUAL GENERAL MEETING of THE FRIENDS OF BLANDFORD COMMUNITY HOSPITAL will be held at The Hospital, Milldown Road, Blandford Forum, Dorset on **Wednesday 6th July 2011 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 2011.

(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 T Bridle A.I.B.
Mrs B Pond

Mrs A Schofield

Under the provisions of rule 7(I) Mrs H Bracewell is not eligible to stand for re-election.

Under the provisions of rule 7(J) a public notice was advertised on 6 May 2011 calling for any nominations for the Council to be delivered to the Secretary by 13th May 2011 and two such nominations have been received for Mr S E Cole and Mr P J Richell. No further nominations having been received than are required to fill the vacancies on the Council, the following are duly elected.

Mr T Bridle A.I.B.
Mr S E Cole
Mrs B Pond

Mr P J Richell
Mrs A Schofield

Mr D Green and Mrs J Stayt have offered their resignation from the Council

(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 Mr Tim Archer, Dorset Primary Care Trust with regards to Community Health and Dr J Evans on GP Consortia.

Light refreshments will be served after the meeting

By order of the Council

R J DAVIES
Secretary

1 June 2011

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 T Bridle A.I.B. Mrs R J Davies Mrs J Fairweather P Fale M.A. A Haviland	W McLaughlin F.R.I.C.S. Mrs B Pond Mrs L Prior Mrs D Sale Mrs A Schofield Mr M Wood
Management Board	P Fale (Chairman) W McLaughlin (Deputy Chairman/Project Manager) 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 Addison M.B.E. (Shop Support Group)	
In attendance at Meetings	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 2011.

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

This has been a year of change and uncertainty in the NHS and it has, therefore, been difficult to function effectively and provide equipment within the hospital. However, we have continued to, where possible, provide small items needed and support local services in the community. Within the hospital, Portman and Tarrant Wards have been merged and at present provide a 24 bed inpatient Ward on the first floor. This has resulted in Portman Ward, the two family rooms and the newly constructed sun-room not being used at present. New regulations regarding single sex accommodation for hospital inpatients has meant that Portman Ward needs major re-configuration to comply. There are also problems arising for providing single sex recovery Wards for theatre patients attending for day surgery.

A questionnaire has been circulated widely to ascertain what the public want from their hospital. There has been a very good response and it should inform those making the important, far reaching decisions that need to be made.

Meanwhile the volunteers working in the hospital and in the community continue to increase their contribution and I express my grateful thanks to all of our volunteers. The transport service we provide enabling patients to attend both hospital and other medical appointments, continues to expand, and thus reinforces that we are providing an invaluable service. The minibus is used as much as possible, giving those with limited mobility and the elderly an opportunity to do shopping and to attend a variety of support groups and social events.

It has been another very successful year for fund raising. With both our charity shops – despite the economic down-turn – increasing their revenue and being well supported and our regular annual events being popular. The two flats above the Sturminster Newton shop have been refurbished and are now leased through an agent rather than through Bournemouth Churches. The property market dictates that letting them rather than selling them is the better option at the moment.

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 2011 incoming resources held up well with the overall reduction as compared with the previous year entirely due to the decrease in legacies. As there is still considerable uncertainty in respect of the future facilities to be provided at Blandford this continues to frustrate the efforts of the Friends to effectively contribute to the Hospital. During the year we have invested a further £350,000 into Charifund Units which in common with all equity based investments have seen a further increase in the market value by £50,031 to £1,034,753. Total funds held by the Friends are therefore increased by £117,528 to £1,470,072.

Plans for Future Periods

The re-configuration of the Portman Ward and Theatre area has to be dealt with as a matter of urgency since theatre activity is increasing and the Trust are looking at the options. It is the hope of the Friends that this can be achieved whilst leaving access to Portman Ward for its future re-instatement.

We have a good programme of fundraising events again this year – Annual Auction, Autumn Fair, Bingo evenings (Easter, Autumn and Christmas) and our very popular Christmas Concert by The Band of the Royal Corps of Signals.

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, Lisa Deverell as community services coordinator and Emma Campbell as fundraising coordinator, each, along with the many volunteers, contribute significantly to the efficiency of the Friends' organisation and activities. During this year Jean Durrant retired as community services coordinator with Lisa Deverell now working additional hours to cover the increased workload.

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 A.C.A. who holds the necessary professional accountancy qualification and who has been 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

12 May 2011

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 2011 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.

12 May 2011

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2011**

	Notes	General Fund	Designated Fund	2011	2010
Incoming Resources from generated funds					
Voluntary: Subscriptions and Donations		40,510		40,510	41,009
Legacies	3	5,500		5,500	227,258
Activities for generating funds	4	128,400		128,400	130,212
Investment Income	11	<u>48,612</u>	<u>23</u>	<u>48,635</u>	<u>36,821</u>
		<u>223,022</u>	<u>23</u>	<u>223,045</u>	<u>435,300</u>
Resources Expended					
Charitable Activities	2	26,049	112	26,161	129,481
Costs of generating funds	4	32,858		32,858	27,667
Governance costs	5	<u>96,529</u>		<u>96,529</u>	<u>61,290</u>
		<u>155,436</u>	<u>112</u>	<u>155,548</u>	<u>218,438</u>
Net Incoming Resources					
Unrealised Gain on Investments	8	<u>50,031</u>		<u>50,031</u>	<u>132,873</u>
		117,617	(89)	117,528	349,735
Balances brought forward at 1 April 2010		<u>1,328,969</u>	<u>23,575</u>	<u>1,352,544</u>	<u>1,002,809</u>
Balances carried forward at 31 March 2011		<u>1,446,586</u>	<u>23,486</u>	<u>1,470,072</u>	<u>£1,352,544</u>

BALANCE SHEET AT 31 MARCH 2011

	Notes	General Fund	Designated Fund	2011	2010
Fixed Assets					
Tangible Assets	7	344,153		344,153	333,821
Investments	8	<u>1,034,753</u>		<u>1,034,753</u>	<u>634,722</u>
		1,378,906		1,378,906	968,543
Current Assets					
Stock		646		646	507
Debtors	9	7,190		7,190	6,932
Cash at Bank and in hand	10	<u>146,979</u>	<u>23,486</u>	<u>170,465</u>	<u>522,093</u>
		154,815	23,486	178,301	529,532
Creditors (amounts due within one year)	6	<u>87,135</u>		<u>87,135</u>	<u>145,531</u>
		<u>67,680</u>	<u>23,486</u>	<u>91,166</u>	<u>384,001</u>
Total Assets less current liabilities		<u>1,446,586</u>	<u>23,486</u>	<u>1,470,072</u>	<u>1,352,544</u>
Total Funds – Unrestricted		<u>1,446,586</u>	<u>23,486</u>	<u>1,470,072</u>	<u>£1,352,544</u>

These accounts were approved by the Council on 12 May 2011

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 April 2008.
- 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 profit is reflected in total funds.
- f) During the year the Charity has received goods for sale in its fundraising activities. Because it is not practicable 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.
- i) Leasehold improvements are capitalised and written off over the remaining life of the underlying lease.

2. Resources Expended on Charitable Activities

	General Fund	Designated Fund	2011	2010
Hospital Equipment and Amenities	(7,239)		(7,239)	97,140
Community				
Community Volunteers Scheme	16,419		16,419	10,149
Disabled Riding Lessons		112	112	600
Mini Bus Leasing Costs	8,708		8,708	8,652
Mini Bus Running Costs	4,081		4,081	5,304
	29,208	112	29,320	24,705
Hospital Staff				
Training	2,580		2,580	6,286
Dinner/Dance	1,500		1,500	1,350
	4,080		4,080	7,636
Total Resources Expended	26,049	112	26,161	129,481

3. Legacies were received from the following Estates:-

Mrs M A Palmer	5,000
J F Warren	500
	5,500

4. Income and Costs of generating funds			2011	2010
	Income	Expenditure	Net	Proceeds
Trading income and associated costs	107,422	25,487	81,935	85,579
Events income and associated costs				
Auction	6,520	713	5,807	7,622
Autumn Fair	7,689	1,333	6,356	6,357
Fashion Show/Clothing Sale	2,954	756	2,198	2,380
Royal Signals Band Concert	2,068	1,434	634	2,896
Other Events	<u>1,747</u>	<u>439</u>	<u>1,308</u>	<u>1,397</u>
	<u>128,400</u>	30,162	98,238	106,231
General Publicity costs		<u>2,696</u>	<u>(2,696)</u>	<u>(3,686)</u>
		<u>32,858</u>	<u>95,542</u>	<u>102,545</u>

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

		Blandford	Sturminster Newton
Sales	107,422	42,961	64,461
Less Direct Expenses			
Rent	8,666	7,350	1,316
Rates	2,918	1,300	1,618
Electricity	1,948	671	1,277
Telephone	676	383	293
Insurance	1,131	374	757
Repairs and Improvements	8,115	7,771	344
Cleaning	1,428	700	728
Administration	399	199	200
Incidentals	<u>206</u>	<u>94</u>	<u>112</u>
Net Trading Surplus		<u>81,935</u>	<u>57,816</u>

5. Governance Costs **2011** **2010**
(including costs of services supporting Charitable expenditure and Fundraising activities)

Office salaries (4 part time employees)	60,067	47,873
Printing and stationery	2,289	2,849
Postage	980	1,099
Telephone	2,427	2,159
Accounts Examiner's/Auditors Remuneration Fee	525	500
Subscriptions and Insurance	459	445
Travelling, conference and meeting expenses	1,277	799
Motor Vehicle running	1,678	2,717
Property costs	21,275	693
Depreciation of assets	4,755	1,325
Miscellaneous	<u>797</u>	<u>831</u>
	<u>96,529</u>	<u>61,290</u>

6. Creditors

Authorised Grants	86,610	145,031
Accruals	<u>525</u>	<u>500</u>
	<u>87,135</u>	<u>145,531</u>

7. Tangible Fixed Assets

	Freehold Land and Buildings	Leasehold Improvements	Equipment and Fittings	Motor Vehicle	Total
Cost or valuation					
Balance brought forward	329,145		20,690	5,765	355,600
Additions	<u>744</u>	<u>10,603</u>	<u>3,740</u>	<u>0</u>	<u>15,087</u>
Balance carried forward	<u>329,889</u>	<u>10,603</u>	<u>24,430</u>	<u>5,765</u>	<u>370,687</u>
Accumulated depreciation					
Balance brought forward	0	0	16,299	5,480	21,779
Charge for year	<u>0</u>	<u>2,651</u>	<u>2,033</u>	<u>71</u>	<u>4,755</u>
Balance carried forward	<u>0</u>	<u>2,651</u>	<u>18,332</u>	<u>5,551</u>	<u>26,534</u>
Net book value					
At 31 March 2011	<u>329,889</u>	<u>7,952</u>	<u>6,098</u>	<u>214</u>	<u>344,153</u>
At 31 March 2010	<u>329,145</u>	<u>0</u>	<u>4,391</u>	<u>285</u>	<u>333,821</u>

8. Investments (Unit Trust)

57,330 Charifund Income Units	2011	2010
Market Value at 1 April 2010	634,722	301,849
31,707 Units Purchased	350,000	200,000
Gain on revaluation	<u>50,031</u>	<u>132,873</u>
Market Value at 31 March 2011	<u>1,034,753</u>	<u>634,722</u>

9. Debtors

Income Tax recoverable	2,500	2,600
Other prepayments	<u>4,690</u>	<u>4,332</u>
	<u>7,190</u>	<u>6,932</u>

10. Cash at Bank and in hand

	General Fund	Designated Fund		
Barclays Bank Group Deposit	11,855		11,855	517,458
National Westminster Bank	132,024	23,486	155,510	1,535
Barclays Bank Matrons Account	3,000		3,000	3,000
Cash Float	<u>100</u>		<u>100</u>	<u>100</u>
	<u>146,979</u>	<u>23,486</u>	<u>170,465</u>	<u>522,093</u>

11. Investment Income and Interest

	General Fund	Designated Fund	2011	2010
Unit Trust dividends	40,572		40,572	27,981
Deposit interest	2,336	23	2,359	1,460
Rents received	<u>5,704</u>	<u>—</u>	<u>5,704</u>	<u>7,380</u>
	<u>48,612</u>	<u>23</u>	<u>48,635</u>	<u>36,821</u>

12. Operating Lease Commitments

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

	2011	2010
Expiring:		
Between one and five years	<u>17,228</u>	<u>14,757</u>

ANALYSIS OF MEMBERSHIP

	2011	2010
BLANDFORD FORUM	279	288
BLANDFORD ST MARY	39	42
BROAD OAK	3	3
BRYANSTON	14	14
CHARLTON MARSHALL	49	53
CHILD OKEFORD	76	83
DURWESTON	20	21
FARRINGTON	3	3
HAZELBURY BRYAN/IBBERTON	3	3
IWERNE MINSTER	35	37
LANGTON LONG	3	4
OKEFORD FITZPAINE	15	14
PIMPERNE/LETTON	29	28
SHILLINGSTONE	26	29
SPETISBURY	11	14
SHROTON	29	31
STOURPAINE	21	23
STURMINSTER NEWTON AREA	71	61
TARRANT GUNVILLE	13	13
TARRANT HINTON	4	4
TARRANT KEYNSTON	12	14
TARRANT MONKTON/LAUNCESTON	5	5
TARRANT RUSHTON/RAWSTON	1	3
WINTERBORNE HOUGHTON	4	5
WINTERBORNE KINGSTON	3	3
WINTERBORNE STICKLAND/TURNWORTH	14	15
WINTERBORNE WHITECHURCH	4	4
OTHER AREAS	<u>73</u>	<u>81</u>
	<u>859</u>	<u>898</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

	2011	2010	2009	2008	2007
Charitable Expenditure	26,161	129,481	135,128	166,708	47,146
Operating Surplus	67,497	216,862	71,576	201,878	79,974
Total Funds	1,470,072	1,352,544	1,002,809	1,112,024	1,027,729