

**THE FRIENDS OF
BLANDFORD COMMUNITY HOSPITAL**

Founded 1948

REPORT AND ACCOUNTS

2012

**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 55th ANNUAL GENERAL MEETING of THE FRIENDS OF BLANDFORD COMMUNITY HOSPITAL will be held at The Hospital, Milldown Road, Blandford Forum, Dorset on **Wednesday 4th July 2012 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 2012.

(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:-

J C Addison M.B.E.
R H Billington
W McLaughlin F.R.I.C.S.

Under the provisions of rule 7(J) a public notice was advertised on 4 May 2012 calling for any nominations for the Council to be delivered to the Secretary by 11th May 2012. One such nomination having been received for Mrs V Moore, the following are duly elected.

J C Addison M.B.E.
R H Billington
W McLaughlin F.R.I.C.S.
Mrs V Moore

Mrs A Schofield has offered her 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 Doctor Rob Childs, Chairman (North Dorset Locality) Clinical Commissioning Group.

Light refreshments will be served after the meeting

By order of the Council

R J DAVIES
Secretary

1 June 2012

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. S Cole 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 P Richell Mrs D Sale M Wood
Management Board	P Fale M.A. (Chairman) W McLaughlin F.R.I.C.S (Deputy Chairman/Project Manager) S Cole (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) P Richell (Community Service Working 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 National Westminster Bank plc 25 High Street, Colchester, C01 1DG
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: 01258 450095 (direct line) Email: friends.blandford@dhuft.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 2012.

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 HealthCare University NHS Foundation 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 HealthCare University NHS Foundation Trust will fund the provision and replacement of standard hospital equipment, and fixtures and fittings.

REPORT OF THE COUNCIL (continued)

Achievements and Performance

In response to the announcement by Dorset County Hospital that it planned to withdraw most of its out patient services to Blandford Hospital as from 1st April 2012, an action group was formed to consider how to deal with the situation. It consisted of 6 council members, the hospital matron and two local GPs. The aim was to protect the access to services by patients as close to home as possible where appropriate.

It became clear that this was an opportunity to rethink what shape the hospital services should take to best serve patients' needs now and in the near future. A vision document was produced which has been widely distributed and has been very well received. It is in accordance with the thinking both of the commissioners of services - NHS Dorset, and the providers who manage the hospital - Dorset HealthCare University Foundation Trust, and, as such, has a good chance of being realised. The full document is available to read on the Friends' website, where it essentially identifies which services are desirable and appropriate for the hospital.

It also sees this as an opportunity to reconfigure the Portman Ward as a day treatment centre. This should include a high-technology treatment room that would replace the existing theatre. It was also recognised that the new Health and Social Care Bill will change the structure in which things happen. In particular, the GP Consortium - now called the Clinical Commissioning Group - is very keen to have services as close to patients' homes as possible. Also, the commissioners will be free to find any qualified provider to make this happen. This means that Dorset County Hospital will not have the monopoly on services provided – though it is hoped to continue to work with the DCH as far as possible. The impact on services at Blandford will not be as great as initially thought.

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 2012 incoming resources increased by £60,000 being mainly due to an increase in legacies although we have also seen an increase in our funds received from Activities for Generating Funds and Investment Income. 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. We see this in that Commitments for future spending in the Hospital are greatly reduced this year to just £27,879 as against £86,610 last year. During the year in common with all equity based investments we have seen a small decrease in our Charifund Units from £1,034,753 to £1,016,216. Total funds held by the Friends are however increased by £149,810 to £1,619,882.

Plans for Future Periods

While the Friends of Blandford Hospital have no authority to dictate how things should be developed, nevertheless, they are recognised as a responsible representative of both patient and staff opinions and needs. As such, they are being made party to the decision making process, which is very much welcomed. It is clear that the work of the action group has only just started, and that the role of the Friends is evolving. While it is no longer easy to donate equipment to the hospital without going through endless stages of scrutiny, the fact that the Friends' finances are healthy means that they are in a strong position to enable things to happen - such as the reconfiguration of the Portman Ward - as and when decisions are made as to the services that can be provided. In the meantime, we continue to operate our voluntary transport service and our dedicated volunteers continue to meet the ever increasing demand for this.

The future of the hospital is secure and the Friends have an increasingly important role in shaping that future.

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.

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

11 May 2012

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 2012 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.

11 May 2012

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2012**

	Notes	General Fund	Designated Fund	2012	2011
Incoming Resources from generated funds					
Voluntary: Subscriptions and Donations		40,398		40,398	40,510
Legacies	3	42,750		42,750	5,500
Activities for generating funds	4	138,856		138,856	128,400
Investment Income	11	<u>61,012</u>	<u>23</u>	<u>61,035</u>	<u>48,635</u>
		<u>283,016</u>	<u>23</u>	<u>283,039</u>	<u>223,045</u>
Resources Expended					
Charitable Activities	2	14,648	50	14,698	26,161
Costs of generating funds	4	23,259		23,259	32,858
Governance costs	5	<u>76,735</u>		<u>76,735</u>	<u>96,529</u>
		<u>114,642</u>	<u>50</u>	<u>114,692</u>	<u>155,548</u>
Net Incoming Resources		168,374	(27)	168,347	67,497
Unrealised Loss (Gain) on Investments	8	<u>18,537</u>		<u>18,537</u>	<u>50,031</u>
Net Movement in Funds		149,837	(27)	149,810	117,528
Balances brought forward at 1 April 2011		<u>1,446,586</u>	<u>23,486</u>	<u>1,470,072</u>	<u>1,352,544</u>
Balances carried forward at 31 March 2012		<u>1,596,423</u>	<u>23,459</u>	<u>1,619,882</u>	<u>1,470,072</u>

BALANCE SHEET AT 31 MARCH 2012

	Notes	General Fund	Designated Fund	2012	2011
Fixed Assets					
Tangible Assets	7	343,823		343,823	344,153
Investments	8	<u>1,016,216</u>		<u>1,016,216</u>	<u>1,034,753</u>
		1,360,039		1,360,039	1,378,906
Current Assets					
Stock		666		666	646
Debtors	9	7,898		7,898	7,190
Cash at Bank and in hand	10	<u>256,249</u>	<u>23,459</u>	<u>279,708</u>	<u>170,465</u>
		264,813	23,459	288,272	178,301
Creditors (amounts due within one year)	6	<u>28,429</u>		<u>28,429</u>	<u>87,135</u>
		<u>236,384</u>	<u>23,459</u>	<u>259,843</u>	<u>91,166</u>
Total Assets less current liabilities		<u>1,596,423</u>	<u>23,459</u>	<u>1,619,882</u>	<u>1,470,072</u>
Total Funds – Unrestricted		<u>1,596,423</u>	<u>23,459</u>	<u>1,619,882</u>	<u>1,470,072</u>

These accounts were approved by the Council on 9 May 2012

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	2012	2011
Hospital Equipment and Amenities		(21,552)		(21,552)	(7,239)
Community					
Community Volunteers Scheme	17,603			17,603	16,419
Transport/Disabled Riding Lessons			50,00	50	112
Mini Bus Leasing Costs	8,894			8,894	8,708
Mini Bus Running Costs	<u>5,164</u>			<u>5,164</u>	4,081
		<u>31,661</u>	<u>50,00</u>	<u>31,711</u>	<u>29,320</u>
Hospital Staff					
Training	3,459			3,459	2,580
Dinner/Dance	<u>1,080</u>			<u>1,080</u>	<u>1,500</u>
		<u>4,539</u>		<u>4,539</u>	<u>4,080</u>
Total Resources Expended		<u>14,648</u>	<u>50,00</u>	<u>14,698</u>	<u>26,161</u>

3. Legacies were received from the following Estates:-

Mrs W M Oliver	1,000
F O J Denham	500
Miss D J McNally	10,000
Mrs W J Cox	250
Mrs B E Craddock	1,000
Miss V J A Spackman	<u>30,000</u>
	<u>42,750</u>

4. Income and Costs of generating funds			2012	2011
	Income	Expenditure	Net	Proceeds
Trading income and associated costs	117,118	17,595	99,523	81,935
Events income and associated costs				
Auction	8,423	676	7,747	5,807
Autumn Fair	7,560	1,159	6,401	6,356
Fashion Show/Clothing Sale	2,154	667	1,487	2,198
Royal Signals Band Concert	680	80	600	634
Other Events	<u>2921</u>	<u>770</u>	<u>2,151</u>	<u>1,308</u>
	<u>138,856</u>	20,947	117,909	98,238
General Publicity costs		<u>2,312</u>	<u>(2,312)</u>	<u>(2,696)</u>
		<u>23,259</u>	<u>115,597</u>	<u>95,542</u>

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

		Blandford	Sturminster Newton
Sales		117,118	65,526
Less Direct Expenses			
Rent	8,403	7,403	1,000
Rates	2,999	1,379	1,620
Electricity	2,049	1,055	994
Telephone	755	400	355
Insurance	1,165	382	783
Repairs and Improvements	140	140	
Cleaning	1,456	728	728
Administration	348	105	243
Incidentals	<u>280</u>	<u>140</u>	<u>140</u>
Net Trading Surplus		<u>99,523</u>	<u>59,663</u>

5. Governance Costs	2012	2011
(including costs of services supporting Charitable expenditure and Fundraising activities)		
Office salaries (3 part time employees)	54,979	60,067
Printing and stationery	3,721	2,289
Postage	1,361	980
Telephone	2,675	2,427
Accounts Examiner's/Auditors Remuneration Fee	550	525
Subscriptions and Insurance	470	459
Travelling, conference and meeting expenses	1,217	1,277
Motor Vehicle running	1,544	1,678
Property costs	2,045	21,275
Depreciation of assets	7,509	4,755
Miscellaneous	570	797
Loss on Sale of Asset	<u>94</u>	<u>94</u>
	76,735	96,529
6. Creditors		
Authorised Grants	27,879	86,610
Accruals	<u>550</u>	<u>525</u>
	<u>28,429</u>	<u>87,135</u>

7. Tangible Fixed Assets

	Freehold Land and Buildings	Leasehold Improvements	Equipment and Fittings	Motor Vehicle	Total
Cost or valuation					
Balance brought forward	329,889	10,603	24,430	5,765	370,687
Additions			943	6,450	7,393
Disposal				(5,765)	(5,765)
Balance carried forward	<u>329,889</u>	<u>10,603</u>	<u>25,373</u>	<u>6,450</u>	<u>372,315</u>
Accumulated depreciation					
Balance brought forward	0	2,651	18,332	5,551	26,534
Charge for year	0	3,534	2,362	1,613	7,509
Disposal				(5,551)	(5,551)
Balance carried forward	<u>0</u>	<u>6,185</u>	<u>20,694</u>	<u>1,613</u>	<u>28,492</u>
Net book value					
At 31 March 2012	<u>329,889</u>	<u>4,418</u>	<u>4,679</u>	<u>4,837</u>	<u>343,823</u>
At 31 March 2011	<u>329,889</u>	<u>7,952</u>	<u>6,098</u>	<u>214</u>	<u>344,153</u>

8. Investments (Unit Trust)

89,037.094 Charifund Income Units	2012	2011
Market Value at 1 April 2011	1,034,753	634,722
Units Purchased		350,000
(Loss)/Gain	(18,537)	50,031
Market Value at 31 March 2012	<u>1,016,216</u>	<u>1,034,753</u>

9. Debtors

Income Tax recoverable	2,500	2,500
Other prepayments	<u>5,398</u>	<u>4,690</u>
	<u>7,898</u>	<u>7,190</u>

10. Cash at Bank and in hand

	General Fund	Designated Fund		
Barclays Bank	36,117	23,459	59,576	11,855
National Westminster Bank	217,032		217,032	155,510
Barclays Bank Matrons Account	3,000		3,000	3,000
Cash Float	<u>100</u>		<u>100</u>	<u>100</u>
	<u>256,249</u>	<u>23,459</u>	<u>279,708</u>	<u>170,465</u>

11. Investment Income and Interest

	General Fund	Designated Fund	2012	2011
Unit Trust dividends	51,597		51,597	40,572
Deposit interest	1,125	23	1,148	2,359
Rents received	<u>8,290</u>		<u>8,290</u>	<u>5,704</u>
	<u>61,012</u>	<u>23</u>	<u>61,035</u>	<u>48,635</u>

12. Operating Lease Commitments

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

	2012	2011
Expiring:		
Within one year	667	0
Between one and five years	<u>16,228</u>	<u>17,228</u>
	<u>16,895</u>	<u>17,228</u>

ANALYSIS OF MEMBERSHIP

	2012	2011
BLANDFORD FORUM	265	279
BLANDFORD ST MARY	38	39
BROAD OAK	3	3
BRYANSTON	14	14
CHARLTON MARSHALL	49	49
CHILD OKEFORD	81	76
DURWESTON	17	20
FARRINGTON	3	3
HAZELBURY BRYAN/IBBERTON	4	3
IWERNE MINSTER	35	35
LANGTON LONG	4	3
OKEFORD FITZPAINE	14	15
PIMPERNE/LETTON	26	29
SHILLINGSTONE	26	26
SPETISBURY	11	11
SHROTON	29	29
STOURPAINE	20	21
STURMINSTER NEWTON AREA	70	71
TARRANT GUNVILLE	11	13
TARRANT HINTON	5	4
TARRANT KEYNSTON	13	12
TARRANT MONKTON/LAUNCESTON	4	5
TARRANT RUSHTON/RAWSTON	3	1
WINTERBORNE HOUGHTON	4	4
WINTERBORNE KINGSTON	3	3
WINTERBORNE STICKLAND/TURNWORTH	14	14
WINTERBORNE WHITECHURCH	4	4
OTHER AREAS	<u>71</u>	<u>73</u>
	<u>841</u>	<u>859</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: 01258 450095.**

FIVE YEAR FINANCIAL SUMMARY for the years ended 31 March

	2012	2011	2010	2009	2008
Charitable Expenditure	14,698	26,161	129,481	135,128	166,708
Operating Surplus	168,347	67,497	216,862	71,576	201,878
Total Funds	1,619,882	1,470,072	1,352,544	1,002,809	1,112,024