



# Colchester Hospital University NHS Foundation Trust Charitable Fund Annual Report and Accounts

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Year ended 31 March 2017

Registered charity number 1051504





# Annual Report and Accounts

## For the year ending 31 March 2017

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Front cover:



Maisie Dear, Dementia Care Nurse, cycled 50 miles to raise funds for improvements to the hospital environment for patients with dementia

# Report of the Trustees for the year ending 31 March 2017

## Message from the Chair

On behalf of the Charitable Funds Committee of Colchester Hospital University NHS Foundation Trust, I am pleased to present Colchester Hospitals Charity's (CoHoC) annual report and audited accounts for the year ending 31 March 2017, which have been prepared in accordance with the Charities Act 2011, and Accounting and Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS 102).

Colchester Hospitals Charity works on behalf of people in the region to make the hospital a more comfortable and welcoming place and make a positive difference to the experience of patients. Our continual focus is on using the donations we receive to provide the best for the thousands of patients being treated in wards and clinics across the hospital. We purchase specialist equipment, improve the facilities and enhance the environment for patients and staff. We provide things that are over and above the core services of the NHS and support staff development and training.

The charity is an umbrella for over 100 funds for wards and departments, ranging from the Special Care Baby Unit to the Frail Elderly Unit Fund and the Cardio-Respiratory Fund. During the past year, wards have used their donations to pay for items such as; chairs for the Stroke Unit for patients and relatives to take time out in the coffee area; IT equipment for the Children's Project on the Children's Ward; a music system and Bluetooth for all Birth rooms. Staff in various departments were funded to go on a range of training courses, such as: Haematology – Oncology diagnostics, a Tracheostomy course and Altered Airway Management course. These and other training opportunities, increase staff skills and knowledge and improve patient care.

The Cancer Centre Campaign was again the main focus of the Fundraising Team over the last twelve months and it gathered a lot of momentum. The campaign entered an exciting new phase as we became much closer to achieving our goal. Such a lot was achieved by our extraordinarily dedicated and hard-working volunteers, who organised and took part in numerous large and small events. These activities, as well as raising money, all helped raise vital public awareness of our plans for the Cancer Centre and this is invaluable. We are very grateful to the Colchester Gazette and Essex County Standard for covering these events and for the continued support they give to keep the Campaign in the public eye. The huge efforts and involvement of our supporters and staff helped bring the Campaign total raised and pledged to just under £1 million.

The donations we receive are an expression of how highly people value the hospital and the care it provides. Their generous support is vital to Colchester Hospitals Charity, because without it, our work simply would not be possible. So, I would like to take this opportunity to express my sincere thanks to everyone who helped us to fund so many projects in 2016/17. I look forward to the coming year, which I feel confident will be even better.



Susan Aylen-Peacock

Chair, Charitable Funds Committee  
Colchester Hospital University NHS Foundation Trust

28th November 2017



## The Charity

The Colchester Hospital University NHS Foundation Trust Charitable Fund (“the Charity”) was created by the declaration of Trust dated 1 November 1995 and is an NHS Umbrella Charity. The Charity’s working name is Colchester Hospitals Charity (CoHoC). The Fund was created as part of the process of rationalisation of NHS charities initiated by the Charity Commission in 1995 and includes funds in respect of Colchester General, Essex County, and Clacton Hospitals.

The Fund is constituted by a Trust Deed and registered with the Charity Commissioners under charity number 1051504.

Colchester Hospital University NHS Foundation Trust Charitable Fund is an independent registered charity which exists to raise funds and receive donations for the benefit of the patients and staff of Colchester Hospital University NHS Foundation Trust (“the Trust”). By securing donations, legacies and sponsorship the charity can ‘go that extra mile’ to make a real difference to patients, their families, and staff of the hospital.

The aim of the Charity is: “to make a real and positive difference to patient care in north east Essex by providing the many extras that cannot be supported by the NHS alone”

Its vision is: “to make Colchester Hospital even better...”

Our key aim is to serve the NHS patients of Colchester Hospitals for the public benefit. By working with the NHS we assist patients from every walk of life, irrespective of race, creed, ethnicity or personal or family financial circumstances. We put this aim into practice by helping patients, their families, carers and visitors to the hospital by:

- Improving the hospital environment for patients and staff
- The purchase of new equipment
- Funding additional staff training and education

The aim of the Charity deems to satisfy the public benefit guidance issued by the Charity Commission.

## The Charity's focus

### The Cancer Centre Campaign



The main focus for the fundraising team in 2016-2017 has been the Cancer Centre. The Campaign vision is for a place where our patients and their loved ones are supported and cared for by experts throughout their cancer pathway. We want to provide one integrated Cancer Centre that combines first-class radiotherapy, chemotherapy and haematology treatments, alongside a range of complementary therapies, and information, support and advice.

The original plan for the Cancer Centre was to build it over the new Radiotherapy Centre at a cost of £4.5m. Our project team was asked to revise the designs and reduce the cost. Through imaginative and efficient use of previously underused space, the Cancer Centre will retain all the elements of the original plan, but now at a cost of £3.25m.

The year ended with news of a wonderful pledge to give £1m to the Cancer Centre Campaign, this means that we now have less than £1m left to raise.



The importance of centralising facilities in an environment which creates confidence and a feeling of well-being, when you walk through the door, cannot be overstated. A Cancer Centre which says 'You matter to us' and 'We are here for you' will contribute enormously to the wellbeing and recovery of patients."

Gill Seymour-Pugh, Committee Member of the Gastro-Intestinal Cancer Support Group



"It is only 'right' and sensible, of course, that the wonderful care given by the chemotherapy and haematology department should not be provided in temporary buildings – but contained within a purpose-built environment located alongside all the other cancer services. That is why we are supporting the Cancer Centre Campaign"

Victoria Plumridge, Chair, Breast, Cancer Support Group

View of the Radiotherapy Centre, the new cancer centre will be built above



The Current Chemotherapy Suite can be cramped and noisy

The new centre will be light and spacious



## Objectives, activities, achievements and performance

### Message from the Head of Charity and Fundraising

I am proud to share the progress and achievements of Colchester Hospitals Charity over the last financial year. CoHoC exists to improve the experience of every patient, however long they spend in our hospital. We also aim to make the hospital environment more pleasant for their families and friends who visit.

Thousands of people, with a variety of conditions, are treated by the Trust's staff during the course of the year. They often want to express their gratitude by giving something back to the nurses, doctors and other staff for the care they provided. Their donations via CoHoC are a way of doing this and their reasons for giving are usually very personal and touching: they can be happy or sad. Babies are safely delivered, people recover from surgery or accidents and go home fit and well, other donations are more poignant and in memory of a loved one who has been cared for at the end of their life.

Wards and departments carefully consider where the donations can be put to maximum benefit. New equipment benefits patients and staff, new furniture makes patients and visitors more comfortable and extra training for staff improves their skills and knowledge. Donations will of course be used in the way that donors choose and specify and, however they are used, they can be confident they will be helping to improve the patient experience in some way. We deeply appreciate the support, whether it is through regular monthly giving, organising a fun event or leaving a final gift in a will.

Over the last twelve months we have continued to raise funds and awareness for the Cancer Centre Campaign. We would like to say a heartfelt thank you to the countless people who have helped us get so much nearer to our goal by their involvement in quiz nights, raffles, fun days, coffee mornings and tea parties, balls; crafting, mud runs, marathons, skydives and bike rides.

The Santa Fun Run, held once again in December in Colchester Castle Park, was one of our regular annual events. People of all ages took part and it was as entertaining as ever and enjoyed by everyone. It was a great success and raised a magnificent £15,688. The annual Starlight walk, organised by volunteers Nicky Withycombe and Karen Robertson, was also excellent and raised around £4,000 for the Cancer Centre Campaign Fund. Invasion Colchester took place in September and the town centre was overrun by people dressed as comic book heroes. These superheroes collected donations totalling £4,933 for the Cancer Centre Campaign.

We would like to acknowledge the support of The Colchester Gazette and the Essex Standard, who continued to cover all these human stories, raising awareness of the campaign and encouraging others to donate and get involved. The year ended with Make a Will Month, which was a resounding success. Our thanks go to John Fowler ILP and Birkett Long, the participating firms of solicitors. We are also really delighted with our new charity web site, which recently went live. Visit it at [www.cohoc.org.uk](http://www.cohoc.org.uk)

Your time and effort mean a great deal to the staff and patients of the Trust. We are grateful to everyone, no matter how small their donation, who supported the Trust through its Charity, CoHoC during 2016-17. Thank you!



Caroline Bates  
Head of Charity and Fundraising



Swim Sizewell February 2017. Rachel Fletcher and friends raising money on her birthday for the Cancer Centre.

# Supporting Colchester Hospital University NHS Foundation Trust

## Funding patient welfare and amenities

Department fund holders lead on how monies are applied and spent in their wards and units within the Trust. The Charity's accounts show that a total expenditure of £161k was spent on diverse large and small items, on new medical equipment, on patients' welfare and on facilities on our wards.

These included the following:

- West Bergholt Fund spent £6,947 on a bladder scanner
- The Special Care Baby Unit spent £5,145 on seven double locker cribs
- The Frail Elderly Unit bought 2 scales for £641 and a Scoop stretcher for £564
- Children with Type 1 Diabetes Fund bought a British Nutrition pack for £349, to help teach children about healthy eating habits
- The Chaplaincy Support Fund spent £78 on Dying Matters leaflets for bereaved relatives
- The Intensive Therapy Unit used £98 from their fund for a digital camera, memory card and case
- Paediatric Community Nursing purchased a 'Baby Anne' resuscitation doll costing £132, to provide CPR training
- The Jubilee Clinical assessment Unit spent £7,488 on 10 Faraday electric reclining chairs
- The Radiotherapy Department Fund and Mary Barron Suite both bought waiting room chairs at a total cost of £3,268
- The Children's Ward bought a set of speakers and an MP3 player for £400
- Layer Marney Ward spent £200 on a fold-up bed for relatives
- The Neuro Rehabilitation Fund purchased 2 walkers for patients to trial at home £60



## Funding staff development and welfare

It is important that staff continue to update and improve their skills and knowledge and attend specialist training courses and conferences, which help them enhance their care of patients. The Trust invests its time and money in the provision of these courses but where they are over and above those funded by the NHS, the Charity can use its funds. In 2016/17, the Charity spent £61k on staff welfare and development. Here is a flavour of the range of courses and conferences attended by staff this year:

- The Colchester Stroke Fund paid for 7 staff members to attend the National Stroke Conference £3,555
- The ECH Ophthalmic Ward paid for an Ophthalmology Study Day £464
- Harwich General Purpose spent £800 on a Physical Assessment of Children course
- Vascular Research paid for 3 staff members to attend a symposium £365
- The Breast Surgery Unit paid for surgeons to attend a Breast Surgeons Annual Conference £678
- The Intensive Therapy Unit paid £145 for an anaesthetics regional teaching day

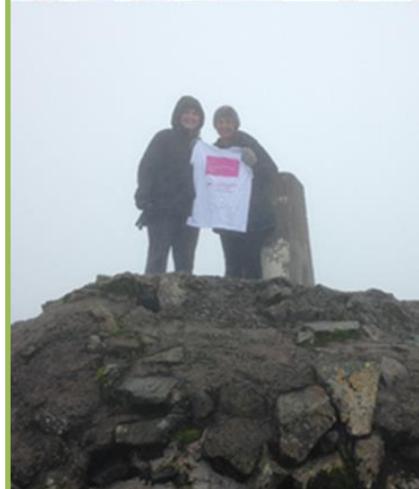
## Fundraising costs

The Charity has spent £104k on fundraising this year. This includes the on-going costs of running the fundraising office, fundraising and promotional activities, materials and events.

## Focus on fundraising



People in the local community go to extraordinary lengths to raise money for Colchester Hospitals Charity and it is humbling to see the hard work and effort that goes into planning and taking part in events. Their inspiration and stories can be read on our web site and our Facebook page. Evidence of people's appreciation and generosity can be seen in all areas, wards and departments, benefitting patients and staff. We value all donations, whatever the size: it is the thoughtfulness behind the gift that matters.



There are several ongoing appeals; The Cancer Centre Campaign, the Time Garden and the Maternity Garden appeals and our fund to improve the hospital environment for dementia patients, to name some of them.



# Financial review

## Overview

The statement of financial activities for the year is set out on page 17. The Charity's assets increased in 2016/17. As at 31 March 2017 the net assets of the Charity were £1,917k (2015/16: £1,482k). Expenditure was £370k (2015/16: £424k) with voluntary and investment income of £805k (2015/16: £1,023k).

## Income generation and expenditure

The Charity's sources of income are from donations, legacies and investment income.

CoHoC's income of £654k comprised:

- Donations £590k (2015/16 £974k)
- Legacies £164k (2015/16 £1k)
- Grants received £20k (2015/16 £8k)
- Fundraising events £24k (2015/16 £31k)
- Sponsorship and social lotteries £3k (2015/16 £5k)
- Investment Income £4k (2015/16 £4k)

CoHoC's charitable expenditure comprised:

- Fundraising costs £104k (2015/16 £154k) – see page 5
- Patient Welfare and Amenities £161k (2015/16 £115k) – see page 5
- Staff Welfare and Development £61k (2015/16 £66k) – see page 5
- Contribution of NHS £5k (2015/16 £50k, this includes professional fees relating to the Cancer Centre Campaign)
- Governance costs £39k (2015/16 £39k) - This includes the cost of internal and external audit, along with the administration costs associated with maintaining the financial records and statutory accounting information for the Charity. Such charges include invoice processing, cashing, and financial systems costs.



## Looking ahead

### But first, looking back



New for 2016/17, the Big Sea Dip raised over £5,000 for the Cancer Centre Campaign

Over the past year, Colchester Hospitals Charity has made life better for patients receiving treatment in Colchester. We have achieved this by investing in improvements to the environment of our hospitals; funding equipment that improves outcomes for patients; ensuring that NHS staff has access to extra training and through funding projects that improve the experience of patients and their families.

We are able to do this because of the generosity of our supporters and we are very grateful to everyone who has chosen to fundraise, make a one-off gift or a regular donation to support our work. Whilst we continue to work in a difficult financial climate, we remain encouraged that many people want to continue supporting the hospital via its charity.

The last twelve months have been very encouraging for the Charity. Efforts to raise our profile and to communicate the importance of our work have been very successful this year and we will continue to find new ways to tell the stories of the patients that we help and encourage more people to support us.

## Looking ahead

We will develop new fundraising activities to build income that can be deployed for the good of patients. We will also increase our face to face work with NHS staff to ensure that we understand the needs of patients and staff clearly and can work to ensure that we maximise the benefits that arise from the generous donations that we receive.

We have made major improvements to the quality of our stewardship and we will continue to improve this. With our small but committed fundraising team, we will do our very best to enhance the care of patients receiving treatment in Colchester.

Over the coming year the Charity will work to:

- Ensure good governance and systems in place to ensure the best use of funds for the benefit of patients
- Grow the Charity in terms of both increased income and effective use of funds; a particular focus will be to develop sustainable core income streams
- Raise the profile of the Charity internally and externally by engaging with staff and the public and employing a wide range of fundraising platforms and events

## Looking ahead

Over the next 12 months the Colchester Hospitals Charity plans to:

### **Support the Trust**

The Charity will continue to add value to the Trust by improving the environment and facilities for patients and staff through its ward and department charitable funds.

### **Continue the Cancer Centre Campaign**

Building on the successes of the past year, fundraising for the Cancer Centre Campaign will be stepped up during 2017/18. With the revised building designs and reduced cost of £3.25m, we have fresh impetus and now aim to respond to the challenge of the new target. The Campaign Committee will significantly sharpen their focus on attracting major donors and increasing the number of information events held throughout this year. We anticipate an even higher degree of volunteer-led activities and support than in previous years of the campaign.

### **Raise funds from the community**

The Charity aims to raise approximately £400,000 per year via community fundraising. The fundraising team will offer support to volunteer fundraisers who want to take part in events or organise their own in support of the Cancer Centre Campaign and other funds across the Trust. The Fundraising team will be focusing on raising more income from charitable trusts during the year, as well as promoting in memory donations on the charity hub and promoting legacy giving on the web site.

### **Support fundraising projects**

The charity team aim to offer support and assistance to staff wishing to raise funds for their department in 2017/18. This will include the Time Garden Appeal, a £160,000 fundraising project to provide a special garden for people nearing the end of life. Another garden is planned by the Maternity Unit to provide a private outside space for mothers to use during labour. There are several projects to improve the environment for patients with dementia planned for the coming year, including a time wall with pictures and images from the 1950s and 1960s and a distraction therapy unit.

### **Review resources**

The Charity's former website needed a thorough overhaul. It has now been revised and rebuilt and is easier to navigate. The new site has a more dynamic and contemporary look and is now straightforward to use on all devices. Making a donation is far simpler: the new web site has an integrated secure payment system, which means we are now receiving donations directly from the Web. Volunteer fundraisers can find the support they need to help them set up fundraising pages and organise events. We feel confident that it will help to raise our public profile and enable a more immediate response to appeals. View the new website at [www.cohoc.org.uk](http://www.cohoc.org.uk)

### **Raise awareness of fundraising and the charity**

We have reinvigorated our charity brand and have designed new fundraising materials, which will be introduced over the coming year to reflect the developments in the Cancer Centre Campaign.

## Structure, governance and management

The patients of Colchester Hospital University NHS Foundation Trust are the main beneficiary of the Charity's activities and the Trust is a related party by virtue of being Corporate Trustee of the Charity. By working in partnership with the Trust, the charitable funds are used to best effect. When deciding upon the most beneficial way to use charitable funds, the Corporate Trustee has regard to both the objectives of the Charity and the activities, objectives, strategies and plans of the Trust.

### Trustees

The Trustees have been appointed under s11 of the NHS and Community Care Act 1990.

The Corporate Trustee is Colchester Hospital University NHS Foundation Trust. The charitable funds are administered by the Charitable Funds Committee, which is a committee of the Trust Board. The Directors of Colchester Hospital University NHS Foundation Trust are listed below.

Alan Rose <sup>1</sup>	Chair
David White <sup>2</sup>	Chair
Jude Chin	Non-executive Director
Tom Fleetwood <sup>3</sup>	Non-executive Director
Diane Leacock	Non-executive Director
Julie Parker	Non-executive Director
Susan Aylen-Peacock	Non-executive Director
Jan Smith	Non-executive Director
Tim Fenton <sup>4</sup>	Non-executive Director
Frank Sims <sup>5</sup>	Chief Executive
Nick Hulme <sup>6</sup>	Chief Executive
Shane Gordon <sup>7</sup>	Chief Operating Officer/Deputy Chief Executive
Barbara Buckley <sup>8</sup>	Managing Director/Deputy Chief Executive
Dawn Scrafield	Director of Finance
Barbara Stuttle CBE <sup>9</sup>	Director of Nursing and Quality
Giles Thorpe <sup>10</sup>	Acting Director of Nursing
Catherine Morgan <sup>11</sup>	Director of Nursing
Dr Angela Tillet	Medical Director
Julie Fryatt	Director of Workforce and Organisational Development

1. Left 5<sup>th</sup> May 2016
2. Appointed 6<sup>th</sup> May 2016
3. Left 30<sup>th</sup> November 2016
4. Appointed 8<sup>th</sup> December 2016
5. Left 16<sup>th</sup> May 2016
6. Appointed 17<sup>th</sup> May 2016
7. Left COO role 18<sup>th</sup> April 2016
8. Appointed 1<sup>st</sup> December 2016
9. Left 31<sup>st</sup> December 2016
10. Interim from 1<sup>st</sup> January 2017 to 22<sup>nd</sup> January 2017
11. Appointed 23<sup>rd</sup> January 2017

In planning the activities of the Charity for the year, the Trustees via Charitable Funds Committee have read and had regard to the Charity Commission's guidance on public benefit.

The Charity Commission's various publications on public benefit can be found:

[www.gov.uk/government/collections/charitable-purposes-and-public-benefit](http://www.gov.uk/government/collections/charitable-purposes-and-public-benefit)

## Structure, governance and management

### Charitable Funds Committee

The Charitable Funds Committee acts on behalf of the Trust in satisfying the duties and responsibilities of the Corporate Trustee in managing the charitable and other funds held on trust. Its membership comprises of:

Two Non-executive Directors (one of which is the Committee Chair)  
Director of Finance  
One Public Governor nominated by the Council of Governors  
A consultant nominated by the Medical Director  
A clinical representative nominated by the Director of Nursing & Patient Experience  
Company Secretary

There were two meetings of the Charitable Funds Committee during the financial year. Members of the Charitable Funds Committee are as follows, together with the number of meetings they attended in the year:

Susan Aylen-Peacock	Non-executive Director (Chair)	2
Diane Leacock	Non-executive Director (Interim)	2
Dawn Scrafield	Director of Finance	1
Andrew May	Public Governor	1
Gerald Rix	Consultant	1
Donna Booton	Clinical Representative	2
Ann Alderton	Company Secretary	2

### Induction and training of Charitable Funds Committee members

The Charity ensures that new members of the Charitable Funds Committee receive relevant training and support. Where new Committee members are appointed they receive individual induction training and are provided with written guidance including the Charity Commission's "The Essential Trustee: What you need to know, what you need to do".

[www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3](http://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)

# Structure, governance and management

## Charity structure

The special purpose charities associated within the Umbrella Fund are:

- Accident and Emergency Services Fund
- Administrative and General Purpose Fund
- Anglian Community Enterprise
- Cancer Related Services Fund
- Care of the Elderly Fund
- Children's Services Fund
- Community Services Fund
- Diagnostic Departments Fund
- Medical Services Fund
- Obstetrics & Gynaecology Fund
- Operating Theatre, Day Surgery, Recovery & ITU Fund
- Outpatient Services Fund
- Paramedical & Associated Departments Fund
- Staff Fund
- Surgical Specialties Fund

Contained within the overall resource of the Charity are a significant number of sub-funds which enable donations to be specifically allocated to wards, departments or purposes in accordance with the wishes of donors. To assist the Trustees in prioritising the utilisation of available funds a fund holder is appointed to manage each individual sub-fund.

Day-to-day decisions about the use of funds are made by fund holders who can authorise expenditure from their fund up to a value of £500. For expenditure of between £501 and £5,000, the expenditure must also be authorised by the Trust's Director of Finance and the relevant Service Manager. Expenditure of between £5,001 and £250,000 must be authorised by the Charitable Funds Committee and expenditure in excess of £250,000 must also be approved by the Trust Board, in its capacity as the Corporate Trustee.

## Charity management and advisors

Registered office	Fundraising Office, Colchester Hospital University NHS Foundation Trust, Villa 8, Turner Road, Colchester, Essex CO4 5JL
Bankers	National Westminster Bank plc. 25 High Street, Colchester, Essex CO1 1DG
Investment Advisors	CCLA Investment Management Limited, Senator House, 85 Queen Victoria Street, London EC4V 4ET
External Auditors	Grant Thornton UK LLP, 30 Finsbury Square, London EC2P 2YU
Internal Auditors	Mazars LLP, Tower Bridge House, St Katharine's Way, London E1W 1DD
Legal Advisors	The Charity has no fixed legal advisor. Legal advice, when required, can be obtained from an approved panel of solicitors, appointed through a government framework contract. No legal advice was required in 2016/17.

## Financial policies

### Reserves policy

Expenditure requests are only approved when sufficient funds are available to meet the total cost of the request. Therefore, it is the policy of the Charity that a reserve does not need to be maintained.

Individual fund holders are responsible for building appropriate balances to meet the charitable objectives of their fund, and are encouraged to expend all funds received within one year of receipt, except where funds are being saved for a specific purpose, for example, the purchase of a particular piece of medical equipment. Individual fund holders are expected to have in place a plan which sets out their intentions to use the funds.

### Risk management

The Charitable Funds Committee identifies and reviews the risks to the Charity on an on-going basis with a formal review once a year. Systems have been established to mitigate those risks. The current investment policy (see below) represents a low risk in terms of receiving interest on deposits. Systems and procedures are regularly reviewed to ensure controls remain appropriate. Internal audit reviews are undertaken on a cyclical basis by the Trust's internal auditors. The Trustees are satisfied that systems are in place to mitigate exposure to identified risks.

#### Future levels of income

The Charity is reliant on donations to allow it to make grants to the Trust. If income falls then the Charity would not be able to make as many grants.

The Trustees mitigate the risk that income will fall by engaging with the Trust's Fundraising Team. The Team comprises of dedicated fundraising experts who work with the Trust as well as the Charity to provide a co-ordinated approach to raising funds.

### Investment policy

The Trustees invest the assets of the Charity in a High Interest Deposit Account managed by CCLA Investment Management Limited. CCLA Investment Management Limited is regulated by IMRO in the conduct of investment business.

The Charitable Funds Committee delegated the management of the High Interest Deposit Account on a discretionary basis to CCLA Investment Management Limited under the powers contained in the Charity Commission Order under the Charities Act 1993, S26, dated 28 January 1994.

The Trustees receive regular reports on the performance of the deposit account. A working balance will be maintained within a current account to ensure that the day-to-day expenditure from charitable funds can be met.

### Investment performance

The balance held in the High Interest Deposit Account was £1,659k as at 31st March 2017.

Interest received from deposits in 2016/17 was £4k (2015/16; £4k), reflecting the historically low levels in interest rates. It is expected that interest rates will remain low for the foreseeable future.

## Supporting the Charity – Making a donation

Having read about us, please consider supporting Colchester Hospital University NHS Foundation Trust Charitable Fund. There are lots of ways to make a donation, as a result of which CoHoC can provide an exciting range of equipment, facilities and improvements for the benefit of patients, visitors and staff.

### How to donate

#### Online:

Visit [www.cohoc.org.uk](http://www.cohoc.org.uk) where you can set up regular donations, or make a single donation of your choice by Direct Debt, Credit or Debit card

#### By post:

Make Cheques or CAF vouchers made payable to 'Colchester Hospital University NHS Foundation Trust Charitable Fund' and send to:

Fundraising Office  
Colchester Hospital University NHS Foundation Trust  
Villa 8  
Turner Road  
Colchester  
Essex  
CO4 5JL

Telephone No: 01206 745282

#### In person:

Drop off your donation to the Cashier's Office in main reception at Colchester General Hospital or pop into the Fundraising Office at the above address

Details can be found at <http://www.cohoc.org.uk> Support Your Hospital

Thank you

Signed on behalf of the Corporate Trustees:



Susan Aylen-Peacock, Trustee

28th November 2017

## Statement of Trustees' responsibilities

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the Trustees follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis.

The Trustees are also responsible for:

- acting in accordance with the rules of the Charity within the framework of trust law;
- keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Fund and enable them to ensure that the financial statements comply with section 132(1) of the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS 102) and the provisions of the trust deed; and
- safeguarding the assets of the fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Corporate Trustees:



Susan Aylen-Peacock, Trustee

28th November 2017

# Independent auditor's report to the corporate trustee of Colchester Hospital University NHS Foundation Trust Charitable Fund

We have audited the financial statements of Colchester Hospital University NHS Foundation Trust Charitable Fund for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

This report is made solely to the charity's corporate trustee, as a body, in accordance with Section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustee as a body, for our audit work, for this report, or for the opinions we have formed.

## Respective responsibilities of the corporate trustee and auditor

As explained more fully in Statement of Trustees' responsibilities set out on page 15, the corporate trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

## Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

## Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

## Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charity has not kept sufficient accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

*Grant Thornton UK LLP*

Grant Thornton UK LLP  
Statutory Auditor, Chartered Accountants

30 Finsbury Square  
London  
EC2P 2YU

11<sup>th</sup> December 2017

Grant Thornton UK LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

# Annual Accounts for year ending 31 March 2017

## Statement of Financial Activities for Year Ending 31 March 2017

	Note	Restricted Funds £'000	Unrestricted Funds £'000	Total at 31 March 2017 £'000	Total at 31 March 2016 £'000
<b>INCOME AND ENDOWMENTS FROM:</b>					
Donations and legacies:					
Donations		377	213	590	974
Legacies	12	151	13	164	1
Grants received		-	20	20	8
Other trading activities:					
Fundraising events		22	2	24	31
Sponsorship and social lotteries		-	3	3	5
Investment		2	2	4	4
<b>Total</b>		<b>552</b>	<b>253</b>	<b>805</b>	<b>1,023</b>
<b>EXPENDITURE ON:</b>					
Raising funds:					
Fundraising costs	3	42	62	104	154
Charitable activities:					
Patients -welfare and amenities	4	11	150	161	115
Staff -welfare and amenities		-	61	61	66
Contributions to NHS		-	5	5	50
Governance costs		36	3	39	39
<b>Total</b>		<b>89</b>	<b>281</b>	<b>370</b>	<b>424</b>
<b>Net income/(expenditure)</b>		<b>463</b>	<b>(28)</b>	<b>435</b>	<b>599</b>
<b>TRANSFERS BETWEEN FUNDS</b>					
Gross transfers between funds	10	6	(6)	-	-
<b>Net Movement in Funds</b>		<b>469</b>	<b>(34)</b>	<b>435</b>	<b>599</b>
<b>Reconciliation of Funds</b>					
Opening -total funds brought forward	11	475	1,007	1,482	883
<b>Total funds carried forward</b>		<b>944</b>	<b>973</b>	<b>1,917</b>	<b>1,482</b>

The notes on pages 20 – 27 form part of these accounts.

All income and expenditure is derived from continuing operations.

## Balance Sheet for Year Ending 31 March 2017

	Note	Restricted Funds £'000	Unrestricted Funds £'000	Total at 31 March 2017 £'000	Total at 31 March 2016 £'000
<b>Current Assets</b>					
Debtors	6	152	1	153	223
Cash	7	870	1,021	1,891	1,330
<b>Total Current Assets</b>		1,022	1,022	2,044	1,553
<b>Liabilities</b>					
Creditors amounts falling due within 1 year	8	78	49	127	71
<b>Total Liabilities</b>		78	49	127	71
<b>Net Assets</b>		944	973	1,917	1,482
<b>The funds of the charity:</b>					
Restricted income funds		944	-	944	475
Unrestricted income funds		-	973	973	1,007
<b>Total Charity Funds</b>		944	973	1,917	1,482

Signed on behalf of the Corporate Trustees:

Susan Aylen-Peacock, Trustee

28th November 2017

## Statement of Cash Flows for Year Ending 31 March 2017

	Total at 31 March 2017 £'000	Total at 31 March 2016 £'000
<b>Cash flows from operating activities:</b>		
Net cash provided by operating activities	557	410
<b>Cash flows from investing activities:</b>		
Dividends, interest and rents from investments	4	4
Net cash provided by investing activities	4	4
Change in cash and cash equivalents in the reporting period	561	414
Cash and cash equivalents at the beginning of the reporting period	1,330	916
Cash and cash equivalents at the end of the reporting period	1,891	1,330

### Reconciliation of net income to net cash flow from operating activities

	Total at 31 March 2017 £'000	Total at 31 March 2016 £'000
<b>Net income for the reporting period (as per the statement of financial activities)</b>	435	599
Adjusted for:		
Dividends, interest and rents from investments	(4)	(4)
(Increase)/decrease in debtors	70	(216)
Increase/(decrease) in creditors	56	31
Net cash provided by operating activities	557	410

### Analysis of cash and cash equivalents

	Total at 31 March 2017 £'000	Total at 31 March 2016 £'000
Cash in hand	4	1
Notice deposits (less than 3 months)	1,887	1,329
Total cash and cash equivalents	1,891	1,330

# Notes to the Accounts

## 1. Accounting Policies

### 1.1 Basis of preparation

The financial statements have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements. The financial statements 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) (effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

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

CoHoC is an unincorporated charity registered with the Charity Commission under the Charities Act 2011.

The Charity meets the definition of a public benefit entity under FRS 102.

The Charity is an NHS umbrella charity created by the declaration of Trust dated 1 November 1995. The Fund is constituted by a Trust Deed and registered with the Charity Commission for England and Wales.

**Registered office:** Fundraising Office, Colchester Hospital University NHS Foundation Trust, Villa 8, Turner Road, Colchester, Essex. CO4 5JL.

### 1.2 Funds structure

**Restricted funds** are funds which are to be used in accordance with specific restrictions imposed by the donor. The capital of the funds may be spent at the discretion of the Trustees for the purposes stipulated by the donor. Restricted funds are also used to support the governance costs of the special purposes charities which hold the restricted donations.

**Unrestricted funds** comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds, where the donor has made known their non-binding wishes or where the Trustees, at their discretion, have created a fund for a specific purpose.

The split of funds held in each of these categories are disclosed in note 11.

### 1.3 Income

All income is recognised once the Fund has entitlement to the income, it is certain that the income will be received and the monetary value of income can be measured with sufficient reliability.

Where there are terms or conditions attached to income, particularly grants, then these terms or conditions must be met before the income is recognised as the entitlement condition will not be met until that point. Where terms or conditions have not been met or uncertainty exists as to whether they can be met then the relevant income is not recognised in the year but deferred and shown on the balance sheet as deferred income.

### 1.4 Legacies

Legacies are accounted for as income either upon receipt or where receipt of the legacy is probable. This is once confirmation has been received from the representatives of the estate from which the legacy will be paid or property transferred and once all conditions attached to the legacy have been fulfilled.

## Notes to the Accounts

### 1.5 Investment income

Investment income is apportioned to the individual funds in proportion to the average fund balance over the quarter the income relates to.

### 1.6 Expenditure

All expenditure is accounted for on an accruals basis. It is recognised once there is a legal or constructive obligation committing the charity to expenditure. Contractual arrangements are recognised as goods or services are supplied.

### 1.7 Irrecoverable VAT

Irrecoverable VAT is charged against the category of expenditure for which it was incurred.

### 1.8 Raising funds

The cost of fundraising is allocated to the funds of the Charity based on the amount of income each fund generates.

### 1.9 Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objectives of the Fund.

### 1.10 Governance costs

Governance costs comprise all the costs incurred in the governance of the Charity. These costs include the preparation and audit of the statutory accounts. These are apportioned quarterly between the funds based on each closing fund balance of the previous quarter.

### 1.11 Debtors

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

### 1.12 Cash and cash equivalents

Cash at bank and in hand is held to meet the day to day running costs of the Charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in 90 day notice interest bearing saving accounts.

### 1.13 Creditors

Creditors are amounts owed by the Charity. They are measured at the amount that the Charity expects to have to pay to settle the debt.

## Notes to the Accounts

### 2. Related party transactions

The Trustees of Colchester Hospital University NHS Foundation Trust Charitable Fund are also Members of the Board of Colchester Hospital University NHS Foundation Trust. By virtue of this relationship, the Trust is the ultimate controlling party for the Charity.

Colchester Hospital provides NHS healthcare-related services. Consolidated accounts of the Trust and Charity can be obtained from Trust Offices, Colchester Hospital University NHS Foundation Trust, Turner Road, Colchester, Essex. CO4 5JL.

Board Members and other senior staff take decisions both on charitable funds and exchequer matters but endeavour to keep the interests of each discrete and do not seek to benefit personally from such decisions. Declarations of personal interest have been made in both capacities and are available to be inspected by the public.

During the year none of the Trustees or members of the Trust's key management staff or parties related to them has undertaken any material transactions with Colchester Hospital University NHS Foundation Trust Charitable Fund.

None of the Trustees or members of the NHS Trust senior management team or Board or parties related to them has undertaken any transactions with the Colchester Hospital University NHS Foundation Trust or received any benefit from the Fund in payment or kind.

The Trust is a related party of the Charity. The Trust makes no charitable contributions to the Charity. In 2016/17 the resources expended by the Charity which were received by the Trust totalled £169k (2015/16: £172k).

### 3. Analysis of expenditure on raising funds

	<b>Restricted Funds £'000</b>	<b>Unrestricted Funds £'000</b>	<b>Total at 31 March 2017 £'000</b>	<b>Total at 31 March 2016 £'000</b>
<b>Fundraising costs:</b>				
Fundraising office	32	52	84	75
Fundraising & publicity	10	10	20	79
<b>Total</b>	<b>42</b>	<b>62</b>	<b>104</b>	<b>154</b>

The Fundraising Manager and Admin Staff are employed by Colchester Hospital University NHS Foundation Trust. The Trust levies a monthly charge to the Charitable Fund.

## Notes to the Accounts

### 4. Analysis of expenditure on charitable activities

	Restricted Funds £'000	Unrestricted Funds £'000	Total at 31 March 2017 £'000	Total at 31 March 2016 £'000
<b>Charitable activities:</b>				
Patients -welfare and amenities	11	150	161	115
Staff -welfare and amenities	-	61	61	66
Contributions to NHS				
Professional fees	-	-	-	50
Staff	-	4	4	-
Training	-	1	1	-
Governance costs				
Financial services	36	(3)	33	33
Audit fees	5	6	6	6
<b>Total</b>	<b>47</b>	<b>219</b>	<b>266</b>	<b>270</b>

The Fund supports the objectives of the special purpose charities as set out on page 2 by:

- Directly providing the funding for services or equipment for the benefit of patients and staff; and
- Making contributions to the Trust for the purchase of equipment and reimbursement of staff salaries.

The Corporate Trustee operates a scheme of delegation where managers of the individual special purpose charities incur expenses based on the approved purposes of each special purpose charity in accordance with directions set out by the Trustees in standing orders and financial instructions. The Charity does not make grants to individuals.

### 5. Audit costs

The audit costs total £5,874 (2015/16: £5,874), which relates to the external audit (Grant Thornton UK LLP) of the financial statements, £3,240 (2015/16: £3,240), and internal audit (Mazars LLP) of governance and controls, £2,634 (2015/16: £2,634).

## Notes to the Accounts

### 6. Analysis of debtors

	Restricted Funds £'000	Unrestricted Funds £'000	Total at 31 March 2017 £'000	Total at 31 March 2016 £'000
<b>Debtors</b>				
Debtors under 1 year				
Other debtors	152	1	153	223
<b>Total Debtors</b>	<u>152</u>	<u>1</u>	<u>153</u>	<u>223</u>

There were no debtors falling due after more than one year.

In March 2017 the Charity was made aware of a legacy with probable receipt £151,235.

In March 2016 the Charity was advised of a donation in the amount of £215,062 from the Colchester League of Hospital and Community Friends Limited. In previous years the League has acted as custodian for these third-party funds held on behalf of some of the Trust's wards and departments. However, it was agreed in 2015/16 that the League will no longer hold such funds in future years as the funds would be better aligned with the Charity's funds. This would allow such funds to be directly managed under a single administrative arrangement.

### 7. Cash held on deposit

	Restricted Funds £'000	Unrestricted Funds £'000	Total at 31 March 2017 £'000	Total at 31 March 2016 £'000
<b>Cash</b>				
Cash held on deposit				
COIF charities deposit fund	764	895	1,659	786
Natwest business reserve ac	105	123	228	543
Cash held in hand				
Cash in transit	1	3	4	1
<b>Total Cash</b>	<u>870</u>	<u>1,021</u>	<u>1,891</u>	<u>1,330</u>

Cash held on deposit with the COIF Charities Deposit Fund is a highly liquid pooled fund having daily deposit and withdrawal facilities.

## Notes to the Accounts

### 8. Analysis of creditors

	Restricted Funds £'000	Unrestricted Funds £'000	Total at 31 March 2017 £'000	Total at 31 March 2016 £'000
<b>Creditors</b>				
Creditors under 1 year				
Trade creditors	1	8	9	-
Accruals	53	31	84	67
Other creditors	24	10	34	4
<b>Total Creditors</b>	<b>78</b>	<b>49</b>	<b>127</b>	<b>71</b>

There were no creditors falling due after more than one year.

### 9. Provisions for liabilities

There were no provisions made in the current or previous year and all approved charitable expenditure has been paid or accrued.

### 10. Transfers between funds

In 2016/17 there were transfers of £19k made between funds within the group registration with the agreement of the Gatekeepers. Transfers are either made to move residual balances which can no longer be used effectively due to their low value, or where gatekeepers have agreed to contribute to the purchase of specific equipment.

## Notes to the Accounts

### 11. Analysis of funds

	Opening Balance at 1 April 2016	Transfers In/(Out)	Incoming Resources	Resources Expended	Closing Balance at 31 March 2017
<u>Restricted</u>	£'000	£'000	£'000	£'000	£'000
Admin & General Purpose	437	6	544	77	910
Care of the Elderly	6	-	-	6	-
Diagnostic Department	31	-	8	6	33
Theatres and Critical Care	1	-	-	-	1
<b>Total of Restricted Funds</b>	<b>475</b>	<b>6</b>	<b>552</b>	<b>89</b>	<b>944</b>
<u>Unrestricted</u>					
A&E Services	7	-	-	-	7
Admin & General Purpose	19	(1)	21	15	24
Anglian Community Enterprise	118	-	45	60	103
Cancer Services	295	(6)	83	61	311
Care of the Elderly	24	1	23	20	28
Childrens Services	17	-	8	19	6
Community Services	53	-	18	28	43
Diagnostic Department	67	(1)	3	8	61
Medical Services	103	1	10	11	103
Obstetric & Gynaecology	49	-	20	27	42
Theatres and Critical Care	66	-	15	11	70
Outpatient Services	6	-	-	-	6
Paramedical Depts	33	-	4	7	30
Surgical Specialties	150	-	3	14	139
<b>Total of Unrestricted Funds</b>	<b>1,007</b>	<b>(6)</b>	<b>253</b>	<b>281</b>	<b>973</b>
<b>Grand Total</b>	<b>1,482</b>	<b>-</b>	<b>805</b>	<b>370</b>	<b>1,917</b>

### 12. Material legacies

Legacy income is only included in income where receipt is reasonably certain and the amount is known with certainty, or the legacy has been received. Five legacies were received during the 2016/17 financial year totalling £12,648 (31 March 2016: £500). As at 31 March 2017, the Trustees are aware of one future material legacy of £151,235 (31 March 2016: £nil).

### 13. Loss on realisation of investments

There were no losses on investments at 31 March 2017 (31 March 2016: £nil).

### 14. Contingencies

There were no contingent liabilities at 31 March 2017 (31 March 2016: £nil).

## Notes to the Accounts

### 15. Commitments

There were no commitments at 31 March 2017 (31 March 2016: £nil).

### 16. Role of volunteers

Like all charities, CoHoC is reliant on a team of volunteers. Our volunteers perform two roles:

- Gatekeepers – there are approximately 100 Trust staff who manage how the Charity's designated funds should be spent. These funds are designated (or earmarked) by the Trustees to be spent for a particular purpose or in a particular ward or department. Each gatekeeper has delegated powers to spend the designated funds that they manage in accordance with the Charity's objectives and donor's wishes.
- Fund raisers – the charity has the kind support of local volunteers who actively fundraise for the Charity by running events.

In accordance with the Statement of Recommended Practice (Charities SORP FRS 102), due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised in the accounts.

### 17. Trustee and connected persons transactions

#### 17.1 Trustee expenses reimbursed

No expenses were reimbursed to the Fund's Trustees during the year (31 March 2016: £nil).

#### 17.2 Trustee remuneration

None of the Trustees received remuneration from the Fund during the year (31 March 2016: £nil).

And finally

# A big **THANK YOU** to everyone who has supported CoHoC

## Future events:

Nurse's Day Tea Party May 2017

Starlight Walk June 2017

Nayland 10k July 2017

Ipswich to Amsterdam Bike Ride September 2017

Super Stars Abseil September 2017

Mersea Island Sprint Triathlon September 2017

Santa Fun Run December 2017

Make a Will Month February 2018

## All Year Events:

10,000 ft. Tandem Skydive

London to Paris 300 mile bike ride



