



**THE FRIENDS OF  
BLANDFORD COMMUNITY HOSPITAL**

**Founded 1948**

**REPORT AND ACCOUNTS**

**2010**

**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 53rd ANNUAL GENERAL MEETING of THE FRIENDS OF BLANDFORD COMMUNITY HOSPITAL will be held at The Hospital, Milldown Road, Blandford Forum, Dorset on **Wednesday 7<sup>th</sup> July 2010 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 2010.

(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:-

Mrs R Davies  
Mr P Fale

Mrs L Prior

Mr J Izzo has offered his resignation from the Council.

Under the provisions of rule 7(J) a public notice was advertised on 14 May 2010 calling for any nominations for the Council to be delivered to the Secretary by 21st May 2010 and two such nominations have been received for Mrs D Sale and Mr A Haviland. No further nominations having been received than are required to fill the vacancies on the Council, the following are duly elected.

Mrs R Davies  
Mr P Fale  
Mr A Haviland

Mrs L Prior  
Mrs D Sale

(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 a current update of the future development in the hospital.

**Light refreshments will be served after the meeting**

By order of the Council

R J DAVIES  
Secretary

1 June 2010

## THE FRIENDS OF BLANDFORD COMMUNITY HOSPITAL

Patron	The Viscount Portman	
President	Dr D I T Wilson M.B.E.	
Life Vice Presidents	Mrs B Greenleaves	G Adam O.B.E.
Council	J C Addison M.B.E. R H Billington Mrs H Bracewell T Bridle A.I.B. Mrs R J Davies Mrs J Fairweather P Fale M.A.	D M Green W McLaughlin F.R.I.C.S. Mrs B Pond Mrs L Prior Mrs A Schofield Mrs J Stayt 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 2010.

### **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**

There has been some building activity this year. Two new showers have been installed in the Hydrotherapy pool area of the Physiotherapy Department and building work is now well underway on the conversion of the conservatory adjoining the Portman ward into an integral part of the building, thus rendering it usable all the year round. The Friends have given financial support to the Blandford Opportunities Group; the work of Ken Reynolds – Project Support Worker with the Blandford Youth Trust, enabling help for pupils at the Blandford School – preventative medicine – and; an exciting new project aimed at the rehabilitating of mental health patients in North Dorset – ‘Hope to Grow’ and ‘Hope to Cycle’ - which is run as a non profit making business.

The work of volunteers in both the hospital and community has continued to develop. The mini-bus is used on a regular basis and ideally on an everyday basis on weekdays, improving the quality of life for many. We have recently implemented a project for pupils from the Blandford School to take part in visiting patients in hospital. It is hoped that further links will be developed between the school and the Friends.

### **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 2010 incoming resources were increased considerably as compared with the previous year and this was due to strong performances from our two Charity Shops and several large 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 £200,000 into Charifund Units which in common with all equity based investments have seen an increase in the market value by £132,873 to £634,722. Total funds held by the Friends are therefore increased by £349,735 to £1,352,544.

### **Plans for Future Periods**

Again this year, there is a full programme of fundraising events – Annual Auction, Fashion Show, Autumn Fair, Christmas Bingo and a concert by The Band of the Royal Corps of Signals.

A number of health needs have been identified through the Locality Group and the Friends members – notably, volunteer support for those in the community. We continue to need and recruit volunteers to support our increasing client list.

NHS Dorset – the Primary Care Trust has a new management structure and there are efforts being made to develop a good working partnership between the Friends, the Trust and, in particular, with the newly appointed Hospital Matron, Darren Wickwar.

As always, we are representing the health needs and concerns of the community and so we strive to increase our membership numbers.

## **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 members of staff. Due to the expansion of the services we offer, we are now employing a fourth member of staff. Therefore we now have Sarah Connors as office manager, Jean Durrant and Lisa Deverell as community services coordinators and Emma Campbell as fundraising coordinator. They 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 who holds the necessary professional accountancy qualification and who has been sufficiently independent of the Friends' activities and decisions during the past year was accordingly appointed in this respect, his report appearing on page 6.

Signed on behalf of the Council by:

R J DAVIES – Secretary

12 May 2010

## **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 2010 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.

13 May 2010

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2010**

	Notes	General Fund	Designated Fund	2010	2009
<b>Incoming Resources from generated funds</b>					
Voluntary: Subscriptions and Donations		41,009		41,009	49,963
Legacies	3	227,258		227,258	88,899
Activities for generating funds	4	130,212		130,212	108,143
Investment Income	11	<u>36,797</u>	<u>24</u>	<u>36,821</u>	<u>53,312</u>
		<u>435,276</u>	<u>24</u>	<u>435,300</u>	<u>300,317</u>
<b>Resources Expended</b>					
Charitable Activities	2	128,881	600	129,481	135,128
Costs of generating funds	4	27,667		27,667	25,108
Governance costs	5	<u>61,290</u>		<u>61,290</u>	<u>68,505</u>
		<u>217,838</u>	<u>600</u>	<u>218,438</u>	<u>228,741</u>
<b>Net Incoming Resources</b>					
Unrealised Gain (Loss) on Investments	8	217,438	(576)	216,862	71,576
		<u>132,873</u>		<u>132,873</u>	<u>(180,791)</u>
<b>Net Movement in Funds</b>					
Balances brought forward at 1 April 2009		350,311	(576)	349,735	(109,215)
		<u>978,658</u>	<u>24,151</u>	<u>1,002,809</u>	<u>1,112,024</u>
<b>Balances carried forward at 31 March 2010</b>		<u>1,328,969</u>	<u>23,575</u>	<u>1,352,544</u>	<u>£1,002,809</u>

**BALANCE SHEET AT 31 MARCH 2010**

	Notes	General Fund	Designated Fund	2010	2009
<b>Fixed Assets</b>					
Tangible Assets	7	333,821		333,821	334,448
Investments	8	<u>634,722</u>		<u>634,722</u>	<u>301,849</u>
		968,543		968,543	636,297
<b>Current Assets</b>					
Stock		507		507	2,611
Debtors	9	6,932		6,932	7,394
Cash at Bank and in hand	10	<u>498,518</u>	<u>23,575</u>	<u>522,093</u>	<u>578,549</u>
		505,957	23,575	529,532	588,554
Creditors (amounts due within one year)	6	<u>145,531</u>		<u>145,531</u>	<u>222,042</u>
		<u>360,426</u>	<u>23,575</u>	<u>384,001</u>	<u>366,512</u>
<b>Total Assets less current liabilities</b>					
		<u>1,328,969</u>	<u>23,575</u>	<u>1,352,544</u>	<u>1,002,809</u>
<b>Total Funds – Unrestricted</b>					
		<u>1,328,969</u>	<u>23,575</u>	<u>1,352,544</u>	<u>£1,002,809</u>

These accounts were approved by the Council on 12 May 2010

P FALE - Chairman

T BRIDLE – Treasurer

## NOTES FORMING PART OF THE ACCOUNTS

### 1. Accounting Policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" and the Financial Reporting Standard for Smaller Entities published in March 2005.
- b) Income is taken into account when received and can be applied as stated in the principal activities on page 3. Expenditure is recognised when there is a legal or constructive obligation to pay.
- c) The Designated Fund arises from the transfer of assets of the former Blandford Aid in Sickness Fund which are administered by the Friends for community purposes.
- d) Expenditure on motor vehicles and equipment and fittings is depreciated at an annual rate of 25% of the written down value.
- e) The quoted investments are shown at middle market value at the Balance Sheet date and the unrealised 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.

### 2. Resources Expended on Charitable Activities

	General Fund	Designated Fund	2010	2009
Hospital Equipment and Amenities	97,140		97,140	107,678
Community				
Community Volunteers Scheme	10,149		10,149	9,340
Assistance with Transport Costs		600	600	2,000
Mini Bus Leasing Costs	8,652		8,652	6,516
Mini Bus Running Costs	5,304		5,304	5,679
	<u>24,105</u>	<u>600</u>	<u>24,705</u>	<u>23,535</u>
Hospital Staff				
Training	6,286		6,286	2,415
Dinner/Dance	1,350		1,350	1,500
	<u>7,636</u>		<u>7,636</u>	<u>3,915</u>
	<u>128,881</u>	<u>600</u>	<u>129,481</u>	<u>135,128</u>

### 3. Legacies were received from the following Estates:-

Miss N J Dowling	17,809
Mrs D K Chater	500
F Pike	5,000
Mrs R Brazenor-Cox	201,706
Mrs D Cattell	2,243
	<u>227,258</u>

<b>4. Income and Costs of generating funds</b>			<b>2010</b>	<b>2009</b>
	<b>Income</b>	<b>Expenditure</b>	<b>Net</b>	<b>Proceeds</b>
Trading income and associated costs	105,110	19,531	85,579	67,586
Events income and associated costs				
Auction	8,313	691	7,622	5,028
Autumn Fair	7,538	1,181	6,357	6,669
Fashion Shows	3,055	675	2,380	3,670
Royal Signals Band Concert	4,019	1,123	2,896	1,142
Other Events	<u>2,177</u>	<u>780</u>	<u>1,397</u>	<u>951</u>
	<u>130,212</u>	23,981	106,231	85,046
General Publicity costs		<u>3,686</u>	<u>(3,686)</u>	<u>(2,011)</u>
		<u>27,667</u>	<u>102,545</u>	<u>83,035</u>

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

		Blandford	Sturminster Newton
Sales	105,110	38,394	66,716
Less Direct Expenses			
Rent	7,350	7,350	0
Rates	2,896	1,282	1,614
Electricity	1,832	929	903
Telephone	817	316	501
Insurance	955	377	578
Repairs and Improvements	3,083	368	2,715
Cleaning	1,238	630	608
Administration	499	249	250
Incidentals	<u>861</u>	<u>335</u>	<u>526</u>
Net Trading Surplus		<u>85,579</u>	<u>59,021</u>

**5. Governance Costs** **2010**      **2009**  
(including costs of services supporting Charitable expenditure and Fundraising activities)

Office salaries (4 part time employees)	47,873	40,817
Printing and stationery	2,849	3,604
Postage	1,099	399
Telephone	2,159	1,297
Accounts Examiner's/Auditors Remuneration Fee	500	500
Subscriptions and Insurance	445	775
Travelling, conference and meeting expenses	799	854
Motor Vehicle running	2,717	892
Property costs	693	16,832
Depreciation of assets	1,325	846
Miscellaneous	831	410
Garden Party	<u>0</u>	<u>1,279</u>
	<u>61,290</u>	<u>68,505</u>

**6. Creditors**

Authorised Grants	145,031	214,642
Accruals	<u>500</u>	<u>7,400</u>
	<u>145,531</u>	<u>222,042</u>

## 7. Tangible Fixed Assets

	Freehold Land and Buildings	Equipment and Fittings	Motor Vehicle	Total
Cost or valuation				
Balance brought forward	329,145	19,992	5,765	354,902
Additions	<u>0</u>	<u>698</u>	<u>0</u>	<u>698</u>
Balance carried forward	<u>329,145</u>	<u>20,690</u>	<u>5,765</u>	<u>355,600</u>
Accumulated depreciation				
Balance brought forward	0	15,069	5,385	20,454
Charge for year	<u>0</u>	<u>1,230</u>	<u>95</u>	<u>1,325</u>
Balance carried forward	<u>0</u>	<u>16,299</u>	<u>5,480</u>	<u>21,779</u>
Net book value				
At 31 March 2010	<u>329,145</u>	<u>4,391</u>	<u>285</u>	<u>333,821</u>
At 31 March 2009	<u>329,145</u>	<u>4,923</u>	<u>380</u>	<u>334,448</u>

## 8. Investments (Unit Trust)

	2010	2009
36,845 Charifund Income Units		
Market Value at 1 April 2009	301,849	482,640
20,485 Units Purchased	200,000	0
Gain (Loss) on revaluation	<u>132,873</u>	<u>(180,791)</u>
Market Value at 31 March 2010	<u>634,722</u>	<u>301,849</u>

## 9. Debtors

Income Tax recoverable	2,600	3,000
Other prepayments	<u>4,332</u>	<u>4,394</u>
	<u>6,932</u>	<u>7,394</u>

## 10. Cash at Bank and in hand

	General Fund	Designated Fund		
Barclays Bank Group Deposit	493,883	23,575	517,458	574,220
National Westminster Bank	1,535		1,535	1,229
Barclays Bank Matrons Account	3,000		3,000	3,000
Cash Float	<u>100</u>		<u>100</u>	<u>100</u>
	<u>498,518</u>	<u>23,575</u>	<u>522,093</u>	<u>578,549</u>

## 11. Investment Income and Interest

	General Fund	Designated Fund	2010	2009
Unit Trust dividends	27,981		27,981	27,505
Deposit interest	1,436	24	1,460	18,780
Rents received	7,380		7,380	7,026
Building Society interest	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
	<u>36,797</u>	<u>24</u>	<u>36,821</u>	<u>53,312</u>

## 12. Operating Lease Commitments

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

	2010	2009
	£	£
Expiring:		
Between one and five years	14,757	14,503

## ANALYSIS OF MEMBERSHIP

	2010	2009
BLANDFORD FORUM	288	298
BLANDFORD ST MARY	42	42
BROAD OAK	3	3
BRYANSTON	14	14
CHARLTON MARSHALL	53	53
CHILD OKEFORD	83	82
DURWESTON	21	21
FARRINGTON	3	3
HAZELBURY BRYAN/IBBERTON	3	3
IWERNE MINSTER	37	42
LANGTON LONG	4	5
OKEFORD FITZPAINE	14	16
PIMPERNE/LETTON	28	27
SHILLINGSTONE	29	27
SPETISBURY	14	15
SHROTON	31	31
STOURPAINE	23	23
STURMINSTER NEWTON AREA	61	56
TARRANT GUNVILLE	13	13
TARRANT HINTON	4	5
TARRANT KEYNSTON	14	14
TARRANT MONKTON/LAUNCESTON	5	6
TARRANT RUSHTON/RAWSTON	3	3
WINTERBORNE HOUGHTON	5	6
WINTERBORNE KINGSTON	3	3
WINTERBORNE STICKLAND/TURNWORTH	15	17
WINTERBORNE WHITECHURCH	4	5
OTHER AREAS	<u>81</u>	<u>90</u>
	<u>898</u>	<u>923</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.**

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## FIVE YEAR FINANCIAL SUMMARY for the years ended 31 March

	2010	2009	2008	2007	2006
<b>Charitable Expenditure</b>	129,481	135,128	166,708	47,146	56,432
<b>Operating Surplus</b>	216,862	71,576	201,878	79,974	121,737
<b>Total Funds</b>	1,352,544	1,002,809	1,112,024	1,027,729	915,472