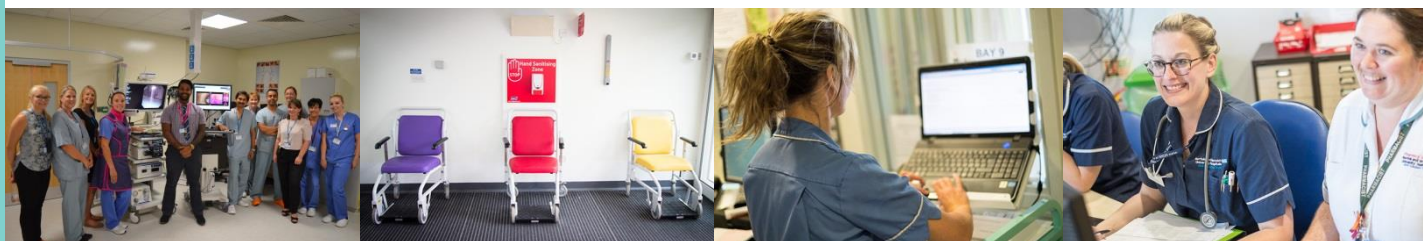




**Norfolk & Norwich
Hospitals Charity**

Annual Report & Accounts 2017/18

Registered Charity no: 1048170



Annual Report

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Our year at a glance

In 2017/18 we:



**spent £2.7m
to benefit
patients**



**funded the purchase
of state of the art
medical equipment**



**invested £91k
in research
projects**



**approved 289
grants for
additional staff
training**

**raised a total of £1.8m, of
which £1.5m was
voluntary income**

95p

- Life saving equipment & new technology
- Investing in staff
- Research
- Enhancing the care for patients & their families

5p

- Fundraising
- Governance



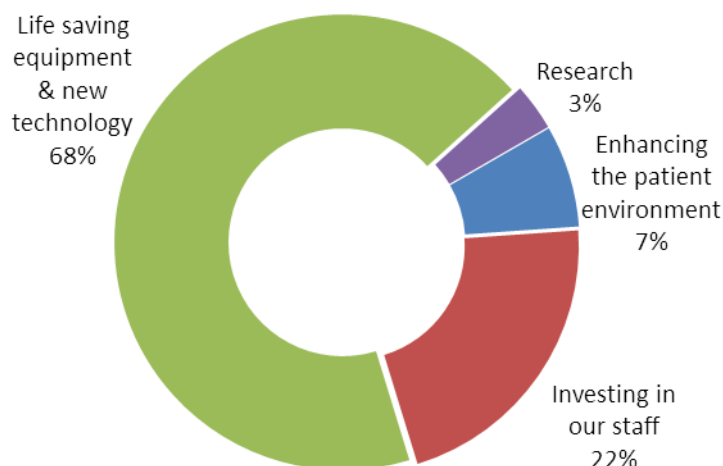
**For every £1 donated to us in
2017/18, 95p was spent on
charitable activities**

Annual Report

Our year at a glance:

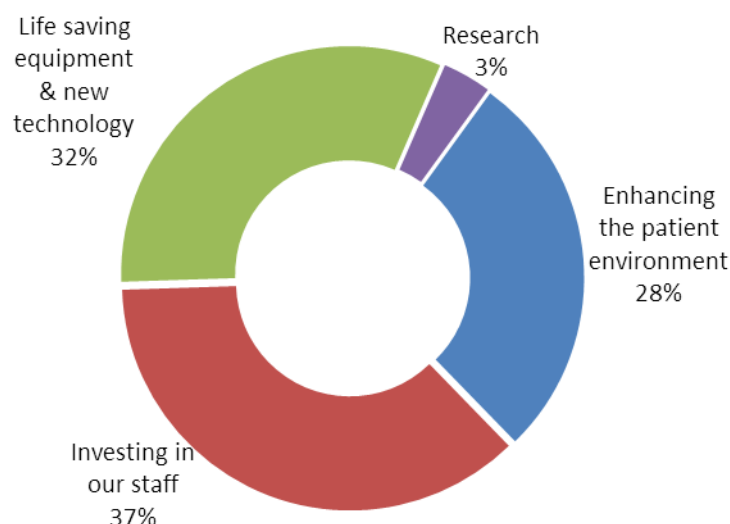
2017-18

Charitable Spend: £2.7m

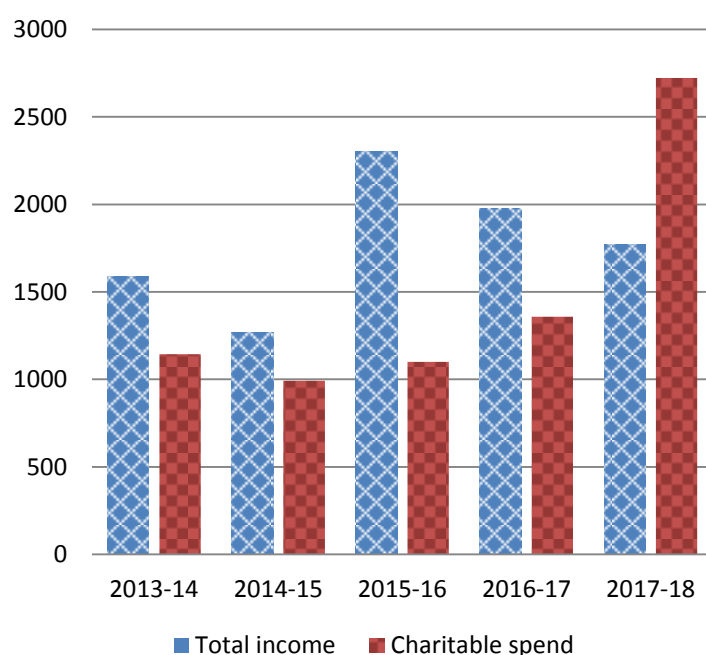


2016-17

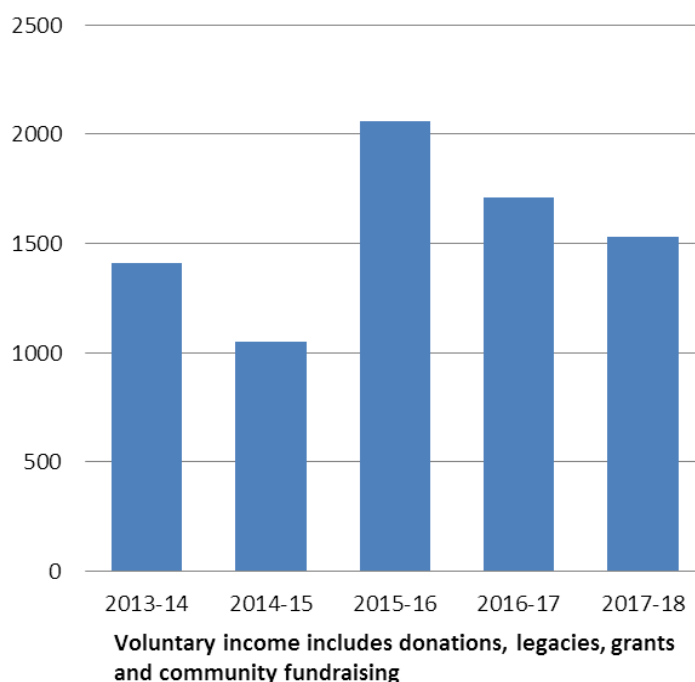
Charitable Spend: £1.4m



Total income and total charitable spend in £000s 5 year review



Voluntary income in £000s 5 year review



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Foreword from the Corporate Trustee

Welcome to the 2017/18 Annual Report and Accounts for the Norfolk and Norwich University Hospitals NHS Foundation Trust Charitable Fund, known as the N&N Hospitals Charity (the Charity). The registered Charity Number is 1048170.

I would like to thank all our supporters for all they have done for us over the past 12 months. The Annual Report for 2017/18 aims to outline some of the achievements of the Charity and to illustrate the support provided by the Charity to patients and staff of the Trust.

The Corporate Trustee and the Charity Priorities

The Charity is overseen by the Board of Directors of the Norfolk and Norwich University Hospitals NHS Foundation Trust acting in the capacity of Corporate Trustee.

Our aim is to provide efficient and economic stewardship of the resources of the Charity, to ensure that donations are used effectively and in a timely manner to the benefit of patients and staff. As reported in the Annual Report, 95 pence of every £1 donated to the Charity was spent on charitable activities.

Raising public awareness of the impact of the Charity remains a priority for us, as through fundraising we are able to enhance our capacity for further beneficial work. Through donations, events, grants, investments and online giving we raised £1.8m during the year and aim to promote legacy giving to the Charity in future,

The Benefit to Patients and Staff

2017/18 was another fantastic year for the Charity. We made a decision to increase the number of funding awards and approved £2.7m in grants to support and enhance the care and treatment of our patients. Case studies set out in the Annual Report provide examples of items of equipment, as well as research projects and staff training that have been funded by the Charity through the year.

We are very proud that the N&N Hospitals Charity has been able to make such a difference to our patients over the last year. The Charity is growing in strength and we have great aspirations for the future. We are very grateful to all the fundraisers and donors who have supported the Charity and without whom none of this would be possible. On behalf of everyone who you have helped, we would like to take this opportunity to say a very sincere 'THANK YOU'.

John Fry
Chairman



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About the N&N Hospitals Charity

The Norfolk and Norwich University Hospitals NHS Foundation Trust Charitable Funds (known as N&N Hospitals Charity and referred to in this report as “the Charity”) is a registered charity (registration number 1048170). We exist to support all aspects of the work of the Norfolk and Norwich University Hospitals NHS Foundation Trust (referred to in this report as “the Trust”). By securing donations, legacies and sponsorship, the Charity can provide support above and beyond normal NHS funding to make a real difference for patients, their families and the staff who look after them, helping the Trust with its vision of providing every patient with the care we want for those we love the most.

Our mission

By raising new money, and with careful management of our existing funds, the Charity provides a public benefit by making grants to the Trust.

Grants are made in accordance with charity law. In making grants, we endeavour to reflect the wishes of patients and staff by directing funds towards areas they tell us are most in need. During the year 2017/18, 1420 grant applications were approved by the Charity, and grant expenditure totalling £2.7m was made. When considering where to focus our attention our corporate trustee’s board and, particularly, the members of the charitable funds committee have regard to the Charity Commission’s guidance on public benefit and what this means for the Charity.

Our hospitals

The Norfolk & Norwich University Hospital (N&N) is a 1200 bed teaching hospital with state-of-the-art facilities, with a range of specialist services. It works closely with the University of East Anglia’s Faculty of Medicine and Health Sciences to train health professionals and undertake clinical research.

The Jenny Lind Children’s Hospital is part of the Norfolk & Norwich University Hospital, and is a hospital within a hospital for children and young people.

The Cromer Hospital serves the North Norfolk population, and was rebuilt in 2012 as a result of extremely generous legacy donations. The hospital provides a wide range of outpatient services, day-case operations and a Minor Injuries Unit.

Our charitable objectives

The objects of the Charity for the year under review were:

‘The trustees shall hold the trust fund upon trust to apply the income, and at their discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service’

This allowed the Charity to make grants for any charitable purpose relating to the National Health Service. In practice this means that the Charity:

- funds new and additional services where the NHS has no obligation and/or insufficient resources to do so;
- enhances services above the level that can be provided by government funds; and
- supports innovative services and research on a time-limited basis, pump-priming new initiatives and bridging gaps in funding from other sources.

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What our supporters have done

Wing walking

Our thanks go to our intrepid fundraiser, Jenny Holland, who carried out a wing walk to raise funds for the Eye Clinic to buy a new operating chair, in celebration of her 70th birthday. Jenny undertook her wing walk on 5th August 2017, and despite having a fear of heights thoroughly enjoyed the event, even with a 500 feet drop over the aerodrome and difficulty moving her arms and legs because of the force of gravity. Well done Jenny and many thanks for all of your fundraising efforts over the last few years. The additional equipment you have allowed us to purchase has made a real difference to the Eye Department, and is greatly appreciated.



Cycling



Our annual NNUH Sportive event sees bike riders from across the county gather to take part in our 30-mile, 60-mile or 100-mile event, with both part of entrance fee and any sponsorship benefiting the Charity.

In 2017, over 400 members of the local community took part, cycling over 20,000 miles, to raise thousands of pounds for the Charity.

Many thanks to everyone who took part, and to PUSH Sport for organising our event

Messages of support

We always like to see and read the amazing messages of support and thanks that have been posted on social media, sent to us in letters, or entered onto our online giving pages for supporters walking, running, climbing, cycling, swimming, 'paddling and plodding'! Messages celebrating new lives, remembering loved ones, thanking staff for the excellent care they provide, or just offering support for the work carried out by our hospitals. All of these messages inspire the Charity to do even more to help our patients.

Over £65,000 was donated online in 2017/18, so a huge thankyou to everyone who donated, on behalf of everyone at the Norfolk & Norwich University Hospitals NHS Foundation Trust.

If you feel inspired to help us by raising funds, please contact our fundraising team at fundraising@nnuh.nhs.uk or on 01603 287107.



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What we have achieved

Patients and their families

Supporting patients is at the heart of our work, providing funding for specialist services, equipment and comforts that complement existing NHS-funded services. In 2017/18 we were able to fund a range of projects – some costing very little, others hundreds of thousands of pounds, all of which help improve the experience for patients at our hospitals:

Preventing falls in hospital

We help to provide safe and comfortable slippers for those patients who arrive without them, perhaps because they have been admitted in an emergency and have no one to bring some in.

“When people come into hospital they can tend to spend too much time in bed. This can lead to them becoming less independent and delay their recovery. We are keen to help patients get moving as soon as possible. In order to move safely, people need to be wearing well fitted shoes or slippers. Sometimes people have come into hospital without safe footwear, and it is important that we are able to provide the correct ones. Wearing safe footwear not only helps to prevent falls when in hospital, but also helps patients to feel more confident when they moving around.”



Specialist Spinal Bed

We provided a grant of £26,000 to purchase a specialist legacy spinal turning bed for the treatment of complex trauma, including multiple injuries, spinal, and spinal cord injuries and acute medical conditions. Patients who were previously considered to be ‘not for turning’ can now be turned safely and comfortably – improving care without compromising their condition.

Annual Report

Technology and equipment

Confocal Microscope

A grant of £158,000 has enabled the Norfolk and Norwich University Hospital to be the second hospital in the country, and the first outside London, to benefit from a new state-of-the-art microscope to detect skin cancer without the need for a biopsy. The new Confocal Microscope enables dermatologists to view detailed images of the upper layers of skin allowing cancer to be diagnosed without the need for obtaining a sample of skin under local anaesthetic which then has to be sent to the laboratory for analysis. The microscope will be used for research purposes in the first few months before being used to detect skin cancer in dermatology clinics once staff training has been completed.



Dr Jennifer Garioch, NNUH Consultant Dermatologist, say: “We are a leading skin cancer centre in the country and every year we screen over 6,000 people of all ages and backgrounds for possible skin cancer. “This new equipment is revolutionary and will have huge benefits for patients, providing on-the-spot diagnosis and reducing the numbers of biopsies which are needed.”

The machine uses low-power laser beams that shine through the skin and reflect off tissues below the surface, illuminating the skin cells in question and allowing the doctor to determine if the patient has cancer without surgical removal of skin samples.

Annual Report

Brachytherapy Unit



Following the overwhelming success of the Targeted Radiotherapy Appeal, launched in 2012, the Trust has been able to open its new Brachytherapy Unit thanks to a grant of £890,000 from the N&N Hospitals Charity.

Brachytherapy is a form of radiotherapy where a sealed radiation source is placed inside the area requiring treatment, and is commonly used as an effective treatment for cervical, prostate, breast and skin cancer.

Without Brachytherapy, patients who require standard radiotherapy for prostate cancer have to undergo a course of 37 treatments over seven and a half weeks. With Brachytherapy, some patients can have 15 treatments using standard radiotherapy, followed by one of Brachytherapy, within four weeks.

Laptops for community midwives

A grant of £72,000 was provided to enable the purchase of laptops for community midwives, which enables them to access the software already in use for inpatient care across maternity services. This has improved the safety of both babies and mums, ensuring the correct recording of care needs from booking to the end of the maternity journey.

Additional wheelchairs for the Norwich hospital site

60 extra wheelchairs were purchased for use at the N&N site, to ensure that chairs would be readily available for use by patients, as needed.



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Research



Research and innovation is at the heart of healthcare. Research is vital to ensure that patients with a diverse range of diagnoses receive the best treatment available. Medicine is always developing thanks to the incredible work of scientists and researchers, including many at our hospitals.

Thanks to the generosity of our supporters, in 2017/18 the Charity was able to help with funding for several research projects, including:

- Additional funding of £12,750 for the N-Aspire study into Axial Spondyloarthritis in Inflammatory Bowel Disease;
- Funding of £57,000 for a three-year project focusing on faecal matter transplants and the microbiota;
- Additional funding of £12,200 for research into leukaemia and lymphoma, in collaboration with the Norwich Medical School at the University of East Anglia;
- Funding of £2,800 towards a Quadram Institute study into 'Understanding the mechanism by which food polysaccharides modulate gut immunity';
- Funding of £5,000 for basic research with staff on how Older People are managed within the existing Emergency Department. To be followed up with further study once the Older People's dedicated Emergency Department has been opened;
- Funding of £3,000 towards the feasibility study of adjuvant statin therapy in the prevention of post-operative recurrence of oesophageal adenocarcinoma at the University of East Anglia;

Seed-corn research fund

£50,000 of funding donated for research was set aside to allow for pump-priming of research projects, managed in collaboration with the University of East Anglia. The first round of funding applications at the end of 2017/18 awarded up to £5,000 each to projects including:

- Development of magnetic resonance elastography protocol on the 3T MRI scanner at NNUH;
- Follow-on research into the impact of the new Older People's Emergency Department;
- Understanding the cytokine profile of metastatic melanoma;
- Investigation of biomarkers to predict risk, incidence and/or duration of post-operative ileus following colorectal resection surgery.

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Investing in staff

The N&N Hospitals Charity helps fund initiatives to develop the skills and well-being of staff, helping them further their knowledge and enabling them to provide even better care.

In 2017/18 289 grants were approved, allowing at least 890 individual members of the Trust's staff to access additional training related to their role. Providing funding to increase staff knowledge and confidence has a clear, positive impact on the service that can be provided to patients at our hospitals and in the community.



As part of an initiative called 'Improving Working Lives', the charity provided funding for each division within the Trust, and staff were asked what extras could be provided that would help them to carry out their job more easily or comfortably.

As a result, the charity has funded the purchase of additional lockers so that staff valuables can be kept safe while they are working; additional water coolers so that they have better access to fresh, cool water; extra fans to keep them cool during high temperatures and additional microwaves to reduce queuing and waiting times during lunch breaks. We have also funded staff room refurbishments in several areas, including new furniture, flooring and extra coat hooks to accommodate the increase in staff members at the Trust since the hospital was opened in 2002.

Based upon the number of donations we receive with letters thanking staff for the excellent care they have provided to donors or their loved ones, we believe that being able to give something back to those staff members is one of the most important aspects of the charity's work, and we thank our supporters sincerely for helping us to do so.



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Financial Review

The following key figures are taken from the 2017/18 Accounts which carry an 'unqualified audit' report:

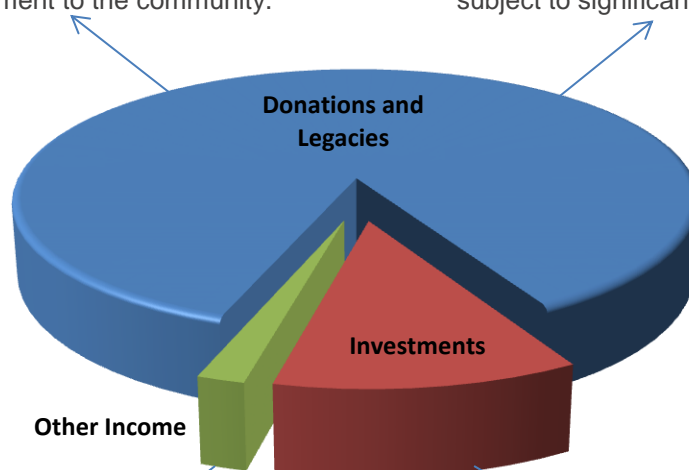
Funds received in the year (£1.8m)

Donations received (£626k)

The Charity was very privileged to receive such a high level of support across all areas of the hospital, totalling £626k (£1.4 million in the previous year), and we thankfully acknowledge any donations that are received each year from members of the public, including grateful patients and relatives, groups and organisations and from the companies that support the charity as part of their commitment to the community.

Legacies (£897k)

Income from legacies made an important impact, enabling additional projects to be funded. The total received in the year was £897k (£357k in the previous year). Legacy income is a significant income stream for the charity and each year makes a huge difference to our ability to fund larger pieces of equipment or support projects, often introducing the latest techniques and technology. Legacies are, by their very nature, subject to significant variation from year to year.



Other income (Total £33k)

Income in this area is received from activities undertaken to further the Charity's objectives. Many departments in the hospitals organise courses and conferences enabling the exchange of information and best clinical practice. The timing and frequency of these courses vary year on year. (£63k was received in the previous year). Small sales of merchandise such as pin badges and lanyards take place during the year, and other income comes from sponsorship or exhibition space at study days

Investment income (£209k)

The Charity earned investment income of £209k in 2017/18 (£204k in the previous year). This relates to income in the form of dividends and bank interest. The investment performance is regularly monitored by the Corporate Trustee.

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Money spent in the year (£2.8m)

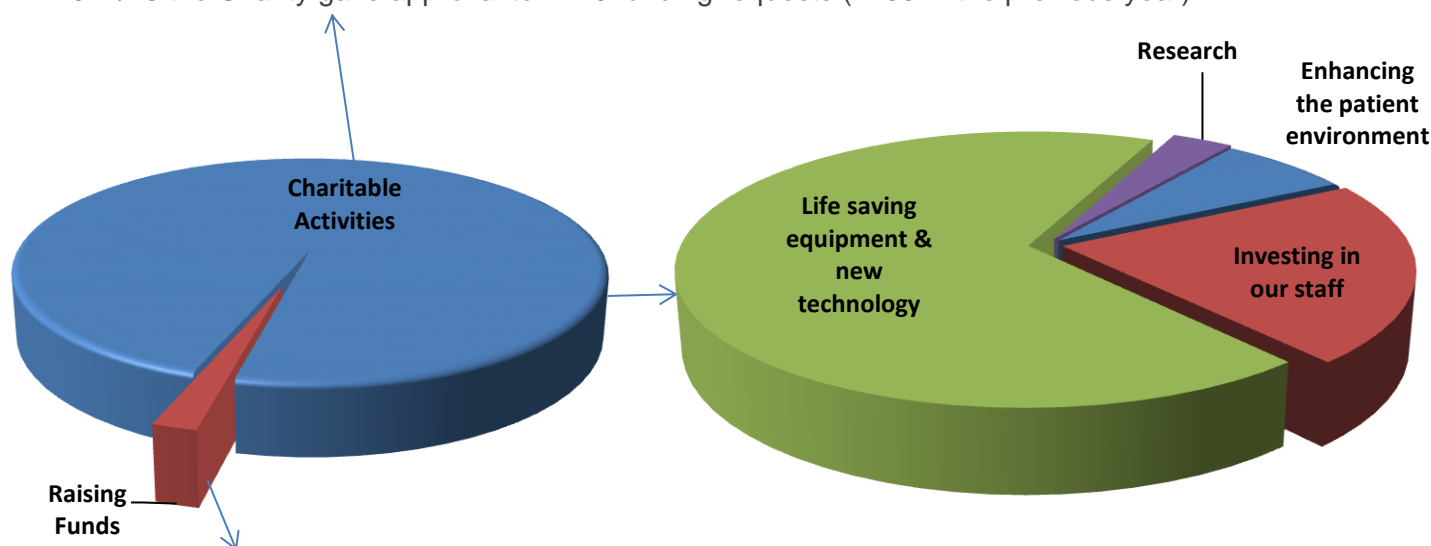
Expenditure on Charitable Activities (£2.7m)

The total expenditure for the year spent on charitable activities in support of patients, staff, research and education is double the amount spent in the previous year (£1.4m). This is as a result of funding provided for large projects across the hospital, which include those listed under 'What we have achieved', as well as:

- £400k funding agreed for endobronchial ultrasound (EBUS) equipment, which is used to diagnose and stage lung cancer, and to determine if the disease has spread to other parts of the body, such as the lymph nodes;
- £60k agreed to fund enhanced monitoring equipment for the Hyper Acute Stroke Unit;
- £25k to help develop a new assessment area on the delivery suite in Maternity;
- £136k to purchase additional ECG machines for the Cardiac Unit

£522k accrued in previous years for work on the Cromer Hospital has been reversed in 2017/18 pending development of future plans.

In 2017/18 the Charity gave approval to 1420 funding requests (1235 in the previous year)



Expenditure on Raising Funds (£56k)

Expenditure on raising funds consists of the cost of fundraising staff, as well as costs relating to training courses and study days where income was generated. These costs will rise in future years, as the Charity develops its branding and online presence and with the purchase of leaflets, donation boxes and envelopes, although the Charity's aim is to keep fundraising costs well below the industry average, so that our supporters can be confident that the maximum possible portion of their donation is being spent on charitable activities.

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Fund balance (£10.5m)

At 31 March 2018 the total funds of the Charity amounted to £10.5m. Of these:

- £0.7m were held in restricted funds for use in the Jenny Lind Children's Hospital and at Cromer Hospital;
- £7.7m in unrestricted (designated) funds where money has been donated for individual wards or departments, but no binding trust has been created by the donor. We aim to follow donor's wishes when it is practicable to do so;
- £2.1m in unrestricted general funds. £1.1m expenditure has been approved (committed) from these funds, leaving £1m in free, unrestricted funds which make up the charity's reserves (£2.2m in 2016/17).

Reserves

The Corporate Trustee has set a minimum reserve level of £0.5m, which will ensure that ongoing costs for running the Charity can be met, as well as providing a buffer for fluctuations in the value of stock market investments. The Charitable Funds Accountant works with fund advisers to plan expenditure to reduce the balance of funds held by the Charity.

Investment policy and performance

At the end of 2017/18 £7.7m of the Charity's £10.5m funds were invested in a diversified portfolio of investments, managed by Barratt & Cooke who are stockbrokers regulated by the Financial Conduct Authority. The Charity's motivation for making investments is to maximise the financial return within an acceptable level of risk.

During the year there was a net loss of £69k on investments (a net gain of £1m was made in 2016/17). This was made up of a realised gain of £33k from disposal of investments, and an unrealised loss of £102k on the investment portfolio held at the year end.

Investment performance is reviewed on a monthly basis, and the investment advisers meet with the Charitable Funds Committee on an annual basis to discuss performance and strategy.

In 2017/18 there was no administrative charge for management of the Charity's investments.

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Key Priorities

2017/18 saw key changes to the structure of the Charity, with the appointment of a qualified accountant to the finance team, and a fundraising co-ordinator to the fundraising team. Both teams are working together to set up the Charity as its own department within the Trust; to raise its profile among staff, patients and the wider community; to reduce the level of designated fund balances, and to measure the impact of expenditure so that the difference that it makes to patients and staff can be reported to supporters in a clear, easily understandable way. New branding has been created, and fundraising resources are being purchased including leaflets, donation envelopes, a dedicated website, and floor standing collection boxes to be placed at the hospitals, so that anyone who wishes to make a donation to the Charity, to help us support the excellent work being carried out by the Trust, can do so easily.

The Charity's 2018/19 budget plan, together with income and expenditure targets will be approved by the Charitable Funds Committee, and monitoring will take place throughout the year.

Work is being undertaken to relocate the Charity to a public facing office space at the N&N Hospital site, so that connections can be made with patients, visitors and staff, to improve the work the Charity can carry out, and to make it easier for the fundraising and finance teams to be contacted.



The Norfolk and Norwich University Hospitals Trust plays a key role in the lives of all local residents, from the excitement of new lives starting, to the sadness of saying goodbye to loved ones. It is always there when we need it, even as we hope that the need never arises! The Charity's aim in the coming years is to become the local charity of choice by helping to highlight the work carried out by the many specialties at the Trust, so that local people are aware of the good that can be done by making a donation to their local hospital rather than to a national charity.

If you would like to help us by raising funds, then please contact our fundraising team at fundraising@nnuh.nhs.uk, or on 01603 287107

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Trustee arrangements

The Norfolk and Norwich University Hospitals NHS Foundation Trust (the Trust) is the sole corporate trustee of the charity. The corporate trustee's responsibilities are therefore carried out by the Trust's Board of Directors. The Board is appointed in accordance with the Trust's constitution. Details of the Trust's board membership can be found in its annual report and accounts and on its website.

Although the N&N Hospitals Charity is a subsidiary organisation, it is not financially material to the Trust, and is therefore not consolidated into the Trust's accounts.

In accordance with the scheme of delegation and standing financial instructions the Trust Board delegate responsibility for the day to day management of the N&N Hospitals Charity to the Trust's Chief Executive and Management Board.

During the year, the members of the Charitable Funds Committee were:

Name

Mark Jeffries		Chair of Committee and Non-executive Director
Mark Davies		Chief Executive
Tim How		Non-executive Director
Emma McKay	Until Jan 2018	Director of Nursing
James Norman	Until Jan 2018	Chief Finance Officer
Dr Geraldine O'Sullivan		Non-executive Director

The remaining members of the NHS Trust Board were:

Name

John Fry		Chairman of the Trust board
Frances Bolger	Appointed Feb 2018	Acting Chief Nurse
Peter Chapman		Medical Director
John Hennessey	Appointed Feb 2018	Interim Chief Finance Officer
Jeremy Over		Director of Workforce
Richard Parker		Chief Operating Officer
Professor David Richardson		Non-executive Director
Angela Robson		Non-executive Director
Sally Smith QC		Non-executive Director

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Our staff and advisors

Executive oversight of the Charity was undertaken by James Norman, Chief Financial Officer until January 2018, when it transferred to John Paul Garside, Board Secretary and Head of Legal Services.

Day to day management and operation of the Charity is carried out by:



Julie Cooper ACCA

Charitable Funds Accountant

Julie manages the Charity's Accounts function, working with the hospitals on effective spending of their available funds. Her previous experience is as Finance Manager at Redwings Horse Sanctuary, as a School Business Manager for 6 years for two Norfolk schools, and as Finance Director for an Academy Trust for 4 years.

julie.cooper@nnuh.nhs.uk 01603 287495



Louise Cook

Head of Fundraising

Louise heads up fundraising at the charity, having previously worked at Cancer Research UK, PFRA, Macmillan Cancer Support and Barnardo's. She loves animals (especially alpacas and Welsh Terriers) and cooks a lot!!

louise.cook@nnuh.nhs.uk 01603 287107



Kayano Koike-Devaney

Assistant Financial Accountant

Kay has worked for the Trust's finance department for 17 years, moving to part-time administration of the Charity's finances eight years' ago. She also volunteers at her local school library in term times, and loves watching tennis (she says that she is terrible at playing!)

kayano.koike-devaney@nnuh.nhs.uk 01603 287892



Lynn Crombie

Fundraising Co-ordinator

Lynn moved to the charity from the NNUH Communications Team in 2018. Prior to that, she spent 20 years as a journalist with CNN, BBC and the Eastern Daily Press and Norwich Evening News.

lynn.crombie@nnuh.nhs.uk 01603 287462

Professional Advisers

Investment managers:

Messrs. Barratt & Cooke
5/6 Opie Street
Norwich
NR1 3DW

Bankers:

Barclays Corporate Services
Po Box 729
1 Capability Green
Luton
Bedfordshire
LU1 3US

Lloyds Bank
16 Gentleman's Walk
Norwich
NR2 1LZ

External auditors:

KPMG LLP (UK)
Dragonfly House
2 Gilders Way
NR3 1UB

Scottish Widows Bank plc
PO Box 12757
67 Morrison Street
Edinburgh
EH3 8YJ

Risk Management

As part of the business planning process for the Charity, the Charity management team have considered all of the major risks to which the Charity is exposed. They have reviewed systems and identified steps to mitigate those risks: The risk areas assessed were governance and management, operational risk, financial risk, reputational risk, environmental and external factors, and compliance risk. The highest risks were determined as:

- **Conflict of interest risk (Governance, financial, reputational risk)**

The Charity exists to help provide additional resources over and above what the NHS must fund, in order to benefit patients of the Trust. As the financial challenges faced by the NHS as a whole have worsened, the support the Trust requires of the Charity has increased. The Charity recognises that there is a risk that the expectations of the Trust relating to the support the Charity can provide may exceed the available resource or ethical and legal boundaries of the Charity. There is an inherent conflict of interest risk due to the dual role of the Corporate Trustee, which is the Board of Trustees of the NHS Foundation Trust. The Charity manages this risk by providing information and guidance to the Corporate Trustee. The Corporate Trustee manages the risk by ensuring that there is a distinction in Board agendas to distinguish when they are acting as Corporate Trustee, rather than as the NHS Trust Board, with duties to the Charity.

- **Fraud or error (Financial, reputational risk)**

The Charity manages this risk by employing a CCAB qualified accountant, with charity experience. An internal audit was carried out in May 2017, with 8 action points highlighted. Of these there were two high, two medium and four low priority action points. One low priority action is in the process of being updated, following installation of new accounting software for the Charity. All other action points were completed in 2017/18.

- **Failure to achieve potential for the Charity (Financial, operational risk)**

The Charity functions through the support and kind donations of the public, and as such the public awareness of the Charity is its greatest asset. New organisational arrangements have been put in place, with active action planning for the next year, with particular emphasis on raising the profile of the Charity, and publicising the benefit to patients and staff. Use of Gift Aid forms is being increased, to ensure that all available income is claimed. Other steps the Charity is aiming to undertake include relocation to the Norfolk & Norwich Hospital site to become more public-facing; purchase of 'funded by' plaques and stickers for inclusion on items funded by the Charity; and a new Charity website to highlight projects that have been funded at the Trust's hospitals.

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Related parties

The Norfolk and Norwich University Hospitals NHS Foundation Trust is the corporate trustee of the N&N Hospitals Charity and is therefore a related party.

Our relationship with the wider community

The ability of the N&N Hospitals Charity to continue its vital support for the Norfolk and Norwich University Hospitals NHS Foundation Trust is dependent on its ability to maintain and increase donations from the general public.

The N&N Hospitals Charity continues to forge strong relationships with members of staff of the hospital without whose co-operation the ability to make an effective contribution would be much diminished.

Volunteers

The trustee would like to pay tribute to:

- our volunteers for their time, support, and commitment;
- the members of staff who give of their time out of hours in support of the work of the N&N Hospitals Charity;
- our fundraisers who do so much to encourage others to enrich lives through donations and fundraising activities;
- the many external organisations, trusts and foundations that have supported our work.

Signed on behalf of the trustee:

Name:

Date:

Statement of trustee's responsibilities in respect of the trustee's annual report and accounts

Under the trust deed and charity law, the trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations. The trustees have elected to prepare the financial statements in accordance with UK Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustees:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and the Statement 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
- assess the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and
- use the going concern basis of accounting unless they either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

The trustees are required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustees to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. They are responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

These financial statements were approved on 28 September 2018 and signed on behalf of the trustee by:

Board memberName:.....

Date:

Board memberName:.....

Date:

Independent auditor's report to the Trustee of Norfolk and Norwich University Hospitals NHS Foundation Trust Charitable Fund

Opinion

We have audited the financial statements of Norfolk and Norwich University Hospitals NHS Foundation Trust Charitable Fund ("the charity") for the year ended 31 March 2018 which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and related notes, including the accounting policies in note 1.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with UK accounting standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*; and
- have been properly prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We have been appointed as auditor under section 144 of the Charities Act 2011 (or its predecessors) and report in accordance with regulations made under section 154 of that Act.

We conducted our audit in accordance with International Standards on Auditing (UK) ("ISAs (UK)") and applicable law. Our responsibilities are described below. We have fulfilled our ethical responsibilities under, and are independent of the charity in accordance with, UK ethical requirements including the FRC Ethical Standard. We believe that the audit evidence we have obtained is a sufficient and appropriate basis for our opinion.

Going concern

We are required to report to you if we have concluded that the use of the going concern basis of accounting is inappropriate or there is an undisclosed material uncertainty that may cast significant doubt over the use of that basis for a period of at least twelve months from the date of approval of the financial statements. We have nothing to report in these respects.

Other information

The trustees are responsible for the other information, which comprises the Trustees' Annual Report. Our opinion on the financial statements does not cover the other information and, accordingly, we do not express an audit opinion or, except as explicitly stated below, any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether, based on our financial statements audit work, the information therein is materially misstated or inconsistent with the financial statements or our audit knowledge. We are required to report to you if:

- based solely on that work, we have identified material misstatements in the other information; or
- in our opinion, the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements.

We have nothing to report in these respects.

Matters on which we are required to report by exception

Under the Charities Act 2011 we are required to report to you if, in our opinion:

- the charity has not kept sufficient accounting records; or
- the financial statements are not in agreement with the accounting records; or

- we have not received all the information and explanations we require for our audit.

We have nothing to report in these respects.

Trustees' responsibilities

As explained more fully in their statement set out on page 20, the trustees are responsible for: the preparation of financial statements which give a true and fair view; such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and using the going concern basis of accounting unless they either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue our opinion in an auditor's report. Reasonable assurance is a high level of assurance, but does not guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

A fuller description of our responsibilities is provided on the FRC's website at www.frc.org.uk/auditorsresponsibilities.

The purpose of our audit work and to whom we owe our responsibilities

This report is made solely to the charity's trustees as a body, in accordance with section 144 of the Charities Act 2011 (or its predecessors) and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Stephanie Beavis

for and on behalf of KPMG LLP, Statutory Auditor

Chartered Accountants

Dragonfly House

2 Gilders Way

Norwich

NR3 1UB

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

Annual Report

How to contact us

The charity office and working address of the N&N Hospitals Charity is:

The Charitable Funds Accountant

N&N Hospitals Charity

Floor 6, 20 Rouen Road

Norwich

NR1 1QQ

01603 287495

For fundraising queries please contact:

The Head of Fundraising

N&N Hospitals Charity

Floor 6, 20 Rouen Road

Norwich

NR1 1QQ

01603 287107

The corporate trustee, Norfolk and Norwich University Hospitals NHS Foundation Trust principal address is:

The Chief Executive

Norfolk and Norwich University Hospitals NHS Foundation Trust

Colney Lane

Norwich

NR4 7UY

01603 286286

Statement of Financial Activities

The Statement of Financial Activities is a financial report detailing the change in the charity's net assets during the financial year.

It provides an analysis of the income received and expenditure by the charity on its activities, and presents a reconciliation of the movements in a charity's funds for the reporting period, which runs from 1 April 2017 to 31 March 2018.

	Note	2017/18			2016/17		
		Unrestricted Funds £000s	Restricted Funds £000s	Total Funds £000s	Unrestricted Funds £000s	Restricted Funds £000s	Total Funds £000s
Income from:							
Donations and Legacies	3	1,529	0	1,529	1,705	6	1,711
Investments	4	209	0	209	193	11	204
Charitable Activities		20	0	20	63	0	63
Other Trading Activities	5	2	0	2	0	0	0
Other Income		11	0	11	0	0	0
Total Income		1,771	0	1,771	1,961	17	1,978
Expenditure On:							
Charitable Activities	7&8	3,004	(280)	2,724	1,339	21	1,360
Raising Funds	9	56	0	56	5	0	5
Other Expenditure		0	0	0	9	0	9
Total Expenditure		3,060	(280)	2,780	1,353	21	1,374
Net (Losses)/Gains on Investments	13	(69)	0	(69)	965	69	1,034
Net Movement in Funds		(1,358)	280	(1,078)	1,573	65	1,638
Reconciliation of funds							
Total Funds Brought Forward	19	11,144	408	11,552	9,571	343	9,914
Total Funds Carried Forward		9,786	688	10,474	11,144	408	11,552

The notes on pages 27 to 37 form part of these financial statements.

Balance Sheet

The balance sheet provides a view of the charity's assets and liabilities and how these are represented by the different classes of funds held by the charity. The objective of the balance sheet is to show the resources available to the charity and whether these are available for all purposes of the charity or have to be used for specific purposes because of legal restrictions placed on their use.

	Note	As at 31 March 2018			As at 31 March 2017		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
		£000s	£000s	£000s	£000s	£000s	£000s
Fixed Assets							
Intangible Assets	14	17	0	17	0	0	0
Investments	15	7,694	0	7,694	6,436	0	6,436
Total Fixed Assets		7,711	0	7,711	6,436	0	6,436
Current Assets							
Debtors	16	177	0	177	188	0	188
Short Term Investments And Deposits	17	25	0	25	2,206	0	2,206
Cash At Bank And In Hand	17	2,136	705	2,841	3,150	408	3,558
Total Current Assets		2,338	705	3,043	5,544	408	5,952
Creditors							
Creditors: Amounts Falling Due Within One Year	18	(263)	(17)	(280)	(836)	0	(836)
Net Current Assets		2,075	688	2,763	4,708	408	5,116
Total Net Assets		9,786	688	10,474	11,144	408	11,552
Total Funds							
Restricted		0	688	688	0	408	408
Unrestricted	19	2,108	0	2,108	2,291	0	2,291
Unrestricted (designated)		7,678	0	7,678	8,853	0	8,853
Total Funds		9,786	688	10,474	11,144	408	11,552

The financial statements on pages 24 to 37 were approved by the Board of the Trustee on 28th September 2018 and signed on its behalf by:

Signed:

Name:

Date:

Statement of Cash Flows

The Statement of Cash Flows aims to show how changes in balance sheet accounts and income affect cash and cash equivalents, and breaks the analysis down to operating, investing and financing activities. The cash flow statement is concerned with the flow of cash in and out of the charity during the financial year, which runs from 1 April 2017 to 31 March 2018.

		2017/18	2016/17
	Note	£000s	£000s
Cash flows from operating activities			
<i>Net cash (used in)/provided by operating activities</i>		<u>(1,763)</u>	<u>517</u>
Cash flows from investing activities			
Dividends and interest from investment	4	209	204
Purchase of investments	15	(2,056)	(974)
Purchase of intangible fixed assets	14	(17)	0
Proceeds on disposal of investments		729	1,227
<i>Net cash (used in)/provided by investing activities</i>		<u>(1,135)</u>	<u>457</u>
<i>Change in cash and cash equivalents in the reporting period</i>		<u>(2,898)</u>	<u>974</u>
Cash and cash equivalents at the beginning of the reporting period	17	<u>5,764</u>	<u>4,790</u>
<i>Cash and cash equivalents at the end of the reporting period</i>		2,866	5,764
 Reconciliation of net movement in funds to net cash flow from operating activities			
Net movement in funds (statement of financial activities)		(1,078)	1,638
Losses/(Gains) on investments	13	69	(1,034)
Income from investments	4	(209)	(204)
Decrease/(Increase) in debtors	16	11	(161)
(Decrease)/Increase in creditors	18	(556)	278
Cash (outflow)/inflow from operating activities		<u>(1,763)</u>	<u>517</u>

The notes on pages 27 to 37 form part of these financial statements.

Notes to the accounts

1. Accounting Policies

(a) Basis of preparation

The financial statements have been prepared under the historic cost convention with the exception of investments, which are included at fair value.

The accounts (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) issued on 16 July 2014 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 charity is a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Norfolk and Norwich NHS Foundation Trust Charitable Funds' (N&N Hospitals Charity's) ability to continue as a going concern.

(b) Funds structure

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified either as a restricted fund or an endowment fund.

Restricted funds are those where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose. N&N Hospitals Charity's restricted funds result from legacies.

Endowment funds arise when the donor has expressly provided that the gift is to be invested and only the income of the fund may be spent. The N&N Hospitals Charity currently has no endowment funds.

Those funds which are neither endowment nor restricted income funds, are unrestricted income funds which are sub analysed between designated (earmarked) funds where the trustees have set aside amounts to be used for specific purposes or which reflect the non-binding wishes of donors, and unrestricted funds which are at the trustee's discretion. Unrestricted funds include the general fund, which represents the charity's reserves. The major funds held in each of these categories are disclosed in note 19.

(c) Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable (more likely than not) that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

Where there are terms or conditions attached to incoming resources, particularly grants, then these terms or conditions must be met before the income is recognised, as the entitlement condition will not be satisfied 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.

(d) Incoming resources from legacies

Legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable. Receipt is probable when:

- confirmation has been received from the representatives of the estate(s) that probate has been granted;
- the executors have established that there are sufficient assets in the estate to pay the legacy; and
- all conditions attached to the legacy have been fulfilled or are within the charity's control.

If there is uncertainty as to the amount of the legacy, and it cannot be reliably estimated, then the legacy is shown as a contingent asset until all of the conditions for income recognition are met.

Notes to the accounts

(e) Resources expended and irrecoverable VAT

All expenditure is accounted for on an accruals basis and is recognised when the following criteria are met:

- there is a present legal or constructive obligation resulting from a past event
- it is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
- the amount of the obligation can be measured or estimated reliably.

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

(f) Recognition of expenditure and associated liabilities as a result of grant

Grants payable are payments made to linked, related party, or third party NHS bodies, in furtherance of the charitable objectives of the funds held on trust, primarily relief of those who are ill.

Grant payments are recognised as expenditure when the conditions for their payment have been met or where there is a constructive obligation to make a payment.

A constructive obligation arises when:

- We have communicated our intention to award a grant to a recipient who then has a reasonable expectation that they will receive a grant; or
- We have made a public announcement about a commitment which is specific enough for the recipient to have a reasonable expectation that they will receive a grant;

The trustee has control over the amount and timing of grant payments and consequently where approval has been given by the trustee and any of the above criteria have been met then a liability is recognised. Grants are awarded on condition that the Charity is acknowledged as the funder, and a report on the impact of expenditure is provided within six months of payment being made. If a grant has been offered but there is uncertainty as to whether it will be accepted or whether conditions will be met then no liability is recognised.

(g) Support and governance costs

Support costs are those costs which do not relate directly to a single charitable activity. These include some staff costs, costs of administration and IT support. Governance costs include audit, and any other regulatory fees. The analysis of support and governance costs are shown in note 8.

(h) Fundraising costs

The costs of generating funds are those costs attributable to generating income for the charity, other than those costs incurred in undertaking charitable activities or the costs incurred in undertaking trading activities in furtherance of the charity's objects. The costs of generating funds represent fundraising costs together with the salaries for the charity's fundraising team and are shown in note 9.

(i) Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs. These are shown in note 7.

(i) Intangible assets

Intangible assets are non-monetary assets without physical substance which are capable of being sold separately from the charity's business or which arise from contractual or other legal rights.

They are recognised only where it is probable that future economic benefits will flow to, or service potential be provided to the charity, and where the cost of the asset can be measured reliably.

Notes to the accounts

Intangible fixed assets are amortised at rates calculated to write them down to estimated residual values on a straight line basis over their estimated useful lives, as follows:

Asset type	Life in years
Computer software	5

(j) Fixed asset investments

Investments are a form of basic financial instrument. Fixed asset investments are initially recognised at their transaction value and are subsequently measured at their fair value (market value) as at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year. Quoted stocks and shares are included in the Balance Sheet at the current market value quoted by the investment analyst, excluding dividend. Other investments are included at the trustee's best estimate of market value.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors. Further information on the N&N Hospitals Charity's investments can be found in note 15.

(k) Current asset investments

Current asset investments refer to the Charity's 90 day notice interest bearing savings account.

(l) Debtors

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

(m) 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 savings accounts.

(n) 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. The Charity has no amounts which are owed in more than a year.

(o) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening carrying value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening carrying value (or purchase date if later).

(p) Staff costs and pensions

Norfolk and Norwich University Hospitals NHS Foundation Trust (the Trust) fully re-charged the N&N Hospitals Charity for the members of staff who work for the charity.

Staff members belong to the NHS Pension Scheme which is an unfunded defined benefit scheme which is accounted for as a defined contribution scheme. The recharge from the Trust includes the employee contributions to that scheme. For more information on the NHS Pension Scheme refer to the Trust's annual report and accounts.

Notes to the accounts

2. Related party transactions

The Charity has a related party relationship with the Norfolk and Norwich University Hospitals NHS Foundation Trust. The Trust holds the employment contracts for all Charity staff, provides the Charity with office accommodation, legal services, finance support and is the responsible Corporate Trustee for the Charity.

Transactions between the Charity and the Trust during the year were in relation to salary payments for its staff, income invoiced by the Trust for the Charity, payment of some Charity supplier invoices that were initially paid by the Trust and refunded by the Charity, and for administrative and management costs.

The Trust recharged £123,953 to the Charity (2016/17 £36,340) for staff and administration costs. The increase is due to the introduction of processes to ensure that the Trust is fully reimbursed for costs relating to the running of the Charity.

The staff members of the Trust have benefited from payment of £547,136 (2016/17 £112,780) from the Charity in the form of long service awards, long service retirement awards, the Staff Awards evening, training events, and staff room refurbishments.

During 2017/18, capital assets to the value of £1,657,733 (2016/17 £107,866) were purchased by the Charity and donated to the Trust.

None of the members of the Trust board or parties related to them have undertaken any transactions with the N&N Hospitals Charity, or received any benefit from the charity in payment or kind. Board members received no honoraria, emoluments or expenses in the year.

At the end of the financial year £77,222 was owed by the Charity to the Trust. (2016/17 £2,244 was owed by the Trust to the Charity)

3. Income from donations and legacies

	2017/18			2016/17
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£000s	£000s	£000s	£000s
Voluntary Income				
General donations	522	0	522	1,107
Corporate donations	104	0	104	247
Legacies	897	0	897	357
Grants	6	0	6	0
Total Voluntary Income	1,529	0	1,529	1,711

Notes to the accounts

4. Income from investments

	2017/18			2016/17
	Unrestricted Funds £000s	Restricted Funds £000s	Total Funds £000s	Total Funds £000s
Investment Income				
Interest on deposits	4	0	4	13
Fixed asset equity investments	205	0	205	191
Total Investment Income	209	0	209	204

5. Analysis of other income

	2017/18			2016/17
	Unrestricted Funds £000s	Restricted Funds £000s	Total Funds £000s	Total Funds £000s
Activities for Generating Funds				
Fundraising events	2	0	2	0
Total Activities for Generating Funds	2	0	2	0
Incoming Resources from Charitable Activities				
Training Income	20	0	20	63
Total Incoming Resources from Charitable Activities	20	0	20	63
Other Incoming Resources				
Other Income	11	0	11	0
Total Other Incoming Resources	11	0	11	0

6. Role of volunteers

Like all charities, the N&N Hospitals Charity is reliant on a team of volunteers for our smooth running. Our volunteers perform two roles:

- Fund advisors – there are about 400 Trust staff who support the charitable funds committee when deciding how the charity's designated funds should be spent. These funds are designated (or earmarked) by the charitable funds committee to be spent for a particular purpose or in a particular ward or department. Each fund advisor submits funding requests and monitors the financial status of their fund.
- Fundraisers – there are many local volunteers who actively fundraise for the N&N Hospitals Charity by running events.

In accordance with the SORP, due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised in the accounts

Notes to the accounts

7. Analysis of charitable expenditure

The charity did not undertake any direct charitable activities on its own account during the year. Charitable expenditure was in the form of grant funding to the Trust to carry out activities or to purchase equipment that will benefit NHS patients and their families.

	2017/18			2016/17
	Support Costs	Grant funded activity	Total	Total
	£000s	£000s	£000s	£000s
Charitable Activities				
Enhancing the patient environment	6	191	197	377
Investing in our staff	18	564	582	500
Life saving equipment & new technology	57	1797	1854	436
Research	3	88	91	47
Total Charitable Activities	84	2,640	2,724	1,360

8. Analysis of support costs and governance costs

Support costs are back-office costs related to the day-to-day running of the charity. Governance costs are those support costs which relate to the strategic management of the charity.

	2017/18			2016/17
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£000s	£000s	£000s	£000s
Support costs included in Charitable Activities				
Charity Staff Costs	40	0	40	32
Management and Administration Costs	19	0	19	0
Total Support Costs	59	0	59	32
Governance Costs included in Charitable Activities				
Audit	7	0	7	6
Staff costs	4	0	4	3
Other Governance Costs	14	0	14	0
Total Governance Costs	25	0	25	9
Total Support and Governance Costs	84	0	84	41

Notes to the accounts

9. Analysis of expenditure on raising funds

	2017/18			2016/17
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£000s	£000s	£000s	£000s
Cost of Raising Funds				
Fundraising staff costs	51	0	51	0
Fundraising expenditure	5	0	5	5
Total Costs of Generating Funds	56	0	56	5

10. Trustee remuneration, benefits and expenses

Members of the Trust board give their time freely and receive no remuneration for the work that they undertake in relation to the N&N Hospitals Charity. They can claim expenses, however, to reimburse them for costs that they incur in fulfilling their duties relating to N&N Hospitals Charity – these include travelling specifically for charitable funds committee meetings and charity specific training events.

No expenses were claimed from the Charity by committee members (2016/17 Nil)

11. Analysis of staff costs

The average number of full time equivalent employees during the year was 2.28 (2016/17 2.31). Staff costs were fully recharged for the first time in 2017/18.

Staff Costs	2017/18	2016/17
Salaries and Wages	74	26
Social Security Costs	7	2
Other Pension Costs	10	4
Total	91	32

A recharge of 25% of the time of a Finance Assistant was made by the Trust for provision of assistance to the Charity when needed. The amount recharged was £6k (2016/17 nil).

A further recharge of 8% of the time of three Senior Finance Managers was made by the Trust. This related to time spent authorising fund requests and payments, as well as significant work undertaken while there was no Charity Accountant in post. The amount recharged was £22k (2016/17 nil).

The N&N Hospitals Charity considers its key management personnel to be the member of the Norfolk & Norwich University Hospitals NHS Foundation Trust management board acting on behalf of the corporate trustee. Between April 2017 and January 2018 this was the Chief Finance Officer. From January 2018 this was the Board Secretary. There was no recharge of employment benefits for key management personnel during 2017/18 or 2016/17.

No employees had emoluments in excess of £60,000 (2016/17 nil)

12. Auditor's remuneration

The auditor's remuneration of £4,820 (2016/17: £5,850) related solely to the audit with no other additional work being undertaken (2016/17: £nil). These figures are exclusive of VAT, however because the Charity is not able to reclaim VAT it is included in Note 8 figures.

Notes to the accounts

13. Analysis of gains/losses on investments

	2017/18	2016/17
Realised gains	33	82
Unrealised (losses)/gains	(102)	952
Total (losses)/gains on investments	(69)	1,034

14. Intangible assets

This relates to the purchase of new database and accounting software. At the year end, installation of, and payment for, the software was incomplete, and is therefore accounted for as work-in-progress. The total cost of the software is £22k, which will be amortised over five years once installation has been completed.

15. Fixed asset investments

Movement in Fixed Asset Investments	2017/18 £000	2016/17 £000
Market Value at Start of Financial Year	6,436	5,655
Less: Disposals at Carrying Value at Start of Financial Year	(696)	(1,145)
Add: Acquisitions at Cost	2,056	974
Unrealised Net (Loss)/Gain on Revaluation	(102)	952
Market Value at End of Financial Year	7,694	6,436

Fixed Asset Investment Split	2017/18	2016/17
Cash	1.77%	4.50%
Gilts/Fixed Interest	15.12%	16.20%
Investment/Unit Trusts	15.89%	12.00%
Equities	67.22%	67.30%
	100%	100%

All investments are carried at their fair value, and are managed by expert advisors. Cash held by our asset managers is available on request, and is included in the investment split for comparison, but is included in the cash and cash equivalents figure on the balance sheet.

16. Analysis of current debtors

	2017/18	2016/17
Amounts Falling Due Within One Year		
Prepayments	13	8
Accrued Income	79	17
Other Debtors	85	163
Total Debtors Falling Due Within One Year	177	188

Notes to the accounts

17. Analysis of cash and cash equivalents

	2017/18	2016/17
Cash & Cash Equivalents		
Short term investment	25	2,206
Cash in hand & at bank	2,841	3,558
Total	2,866	5,764

18. Analysis of liabilities

	2017/18	2016/17
Amounts Falling Due Within One Year		
Trade Creditors	199	296
Amounts Due to NNUH	77	2
Other Creditors	4	16
Accruals	0	522
Total	280	836

19. Analysis of charitable funds

Individual funds with a balance at 31st March 2018 of over £100,000 are detailed below:

Unrestricted	Balance Apr 2017	Incoming resources	Resources expended	Gains and losses	Balance Mar 2018
	£000	£000	£000	£000	£000
N&N General Fund	1,909	59	810	(69)	1,089
Cromer General Fund	170	383	5	0	548
Bloomer Brenda Rees Fund	146	0	27	0	119
Others (9 funds)	66	374	88	0	352
Total	2,291	816	930	(69)	2,108

Name of fund	Description of the purpose of each fund
Norfolk and Norwich General	For the benefit of staff and patients at the Colney site
Cromer General	For the benefit of staff and patients at the Cromer site
Bloomer Brenda Rees Fund	For the benefit of patients within the Trust

Notes to the accounts

Restricted Funds:	Balance Apr 2017	Incoming resources	Resources expended	Balance Mar 2018
	£000	£000	£000	£000
Cromer Building Fund	62	0	(389)	451
The Macleod Fund	224	0	89	135
Cromer Equipment Fund	122	0	20	102
Total	408	0	(280)	688

Name of fund	Description of the purpose of each fund
The Macleod Fund	For the benefit of paediatric patients within the Trust
Cromer Equipment Fund	For medical and surgical equipment at Cromer Hospital
Cromer Building Fund	For building related work at Cromer Hospital

Designated Funds	Balance Apr 2017	Incoming resources	Resources expended	Balance Mar 2018
	£000	£000	£000	£000
Radiotherapy & Oncology Fund	458	712	168	1,002
Marjorie Ann Lockett Fund	577	0	9	568
Andrew Leslie Kemp Fund	427	0	1	426
Renal Fund	418	2	24	396
Orthopaedics Fund	284	70	31	323
Cromer Building & Equipment Fund	175	0	(105)	280
Leukaemia Children's Cancer	219	0	4	215
Brachytherapy Fund	585	1	377	209
Kidney Research Fund	203	1	0	204
Laparoscopic Fund	156	3	(30)	189
Research & Development Fund	151	0	5	146
Norfolk Bone Marrow Fund	138	0	2	136
Rheumatology Bone Fund	153	0	21	132
Epilepsy Service	132	0	0	132
Ear, Nose & Throat Fund	128	0	3	125
Haematology Fund	118	5	3	120
Others (313 funds)	4,531	161	1,617	3,075
Total	8,853	955	2,130	7,678

Notes to the accounts

Name of fund	Description of the purpose of each fund
Radiotherapy & Oncology Fund	Cause, prevention, treatment, cure & defeat cancer
Marjorie Ann Lockett Fund	To be used for the benefit of cancer patients
Andrew Leslie Kemp Fund	For the provision of dialysis equipment, otherwise for general use
Renal Fund	For the benefit of renal patients
Orthopaedics Fund	For the benefit of orthopaedic patients
Cromer Building & Equipment Fund	For building or equipment at Cromer Hospital
Leukaemia Children's Cancer	Cause, prevention, treatment, cure & defeat of leukaemia
Brachytherapy Fund	For the provision of equipment for cancer treatments
Kidney Research Fund	Research into the cause, prevention, treatment, and cure of renal illness
Laparoscopic Fund	For the benefit of surgery patients
Research & Development Fund	Research and development for all areas
Norfolk Bone Marrow Fund	For the benefit of bone marrow and haematology patients
Rheumatology Bone Fund	For the benefit of rheumatology patients
Epilepsy Service	To support the NNUH epilepsy service
Ear, Nose & Throat Fund	For the benefit of ENT patients
Haematology Fund	For the benefit of haematology patients