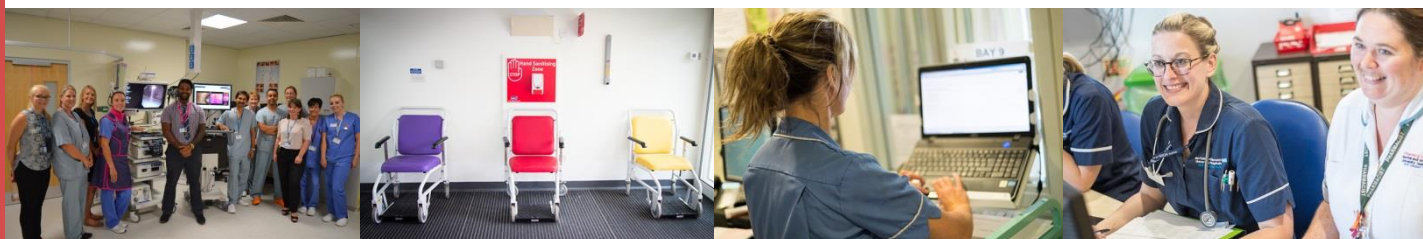




**Norfolk & Norwich
Hospitals Charity**

Annual Report & Accounts 2018/19

Registered Charity no: 1048170



Annual Report

Contents

Our year at a glance	2
Corporate Trustee foreword	4
About the N&N Hospitals Charity	5
What our supporters have done	6
What we have achieved	7
Patients and their families	7
Technology and equipment	8
Research	10
Investing in staff	10
Financial Review	12
Trustee arrangements	16
Our staff and advisors	17
Risk Management	18
Related parties	19
Our relationship with the wider community	19
Statement of trustee's responsibilities in respect of the trustee's annual report and accounts	Error! Bookmark not defined.
Independent auditor's report to the Trustee Fund	21
How to contact us	24
Statement of Financial Activities	25
Balance Sheet	26
Statement of Cash Flows	27
Notes to the Accounts	28
1. Accounting Policies	28
2. Related party transactions	31
3. Income from donations and legacies	31
4. Income from investments	32
5. Analysis of other income	32
6. Role of volunteers	32
7. Analysis of charitable expenditure	33
8. Allocation of support costs and overheads	33
9. Analysis of expenditure on raising funds	34
10. Trustee remuneration, benefits and expenses	34
11. Analysis of staff costs	34
12. Auditor's remuneration	35
13. Intangible assets	35
14. Analysis of gains/losses on investments	35
15. Fixed asset investments	35
16. Analysis of current debtors	36
17. Analysis of cash and cash equivalents	36
18. Analysis of liabilities	36
19. Analysis of charitable funds	366

Annual Report

Our year at a glance

In 2018/19 we:



**spent £2.3m
to benefit
patients**



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



**invested £138k
in research
projects**



**approved 446
grants to
support
additional staff
training**

**raised a total of £3.7m, of
which £3.3m was
voluntary income**

**For every £1 donated to us in
2018/19, 97p was put towards
charitable activities**

97p

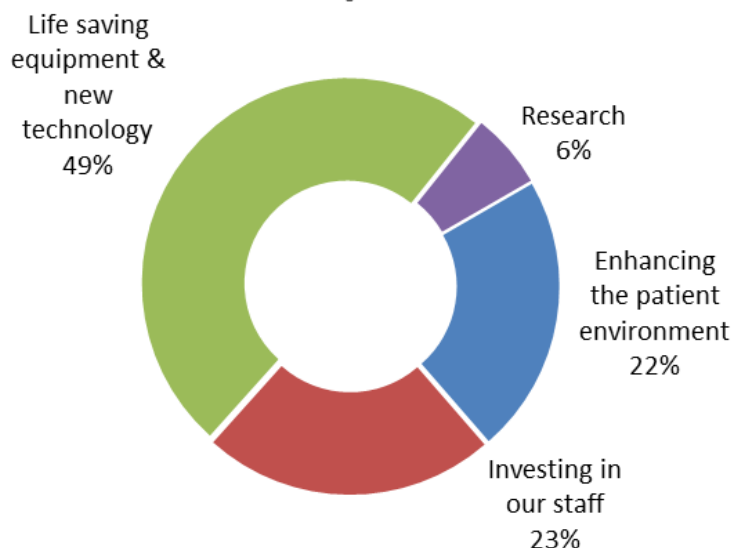
♥	Life saving equipment & new technology
👤	Investing in staff
🔬	Research
🏠	Enhancing the care for patients & their families

3p

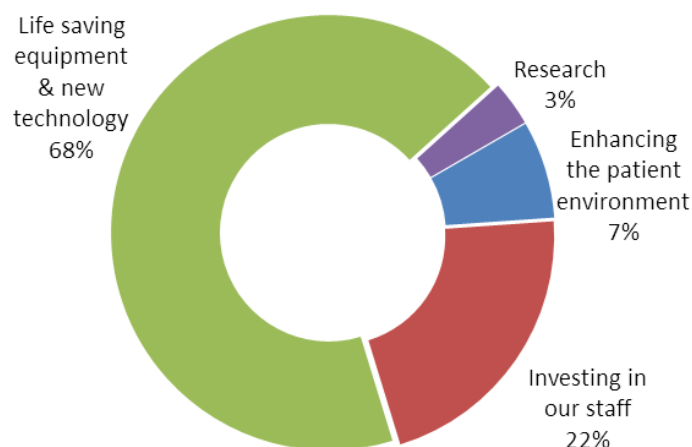
📅	Fundraising
📋	Governance



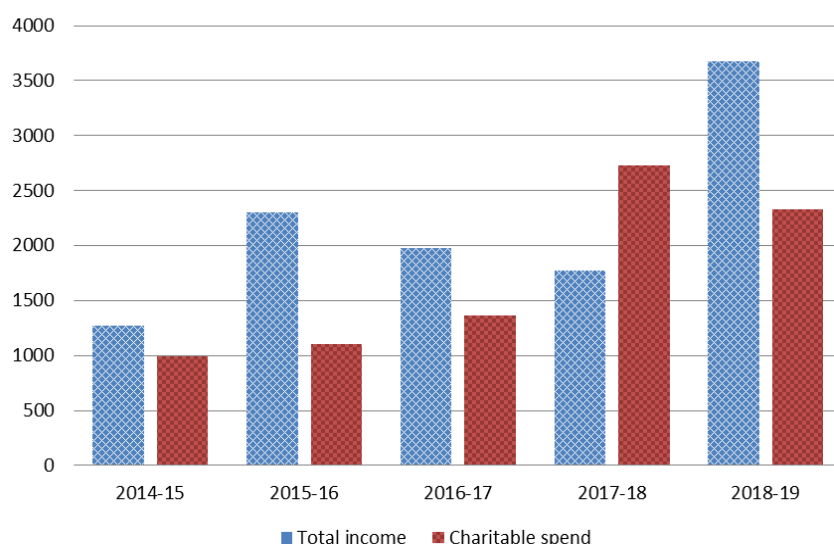
2018-19 Charitable Spend: £2.3m



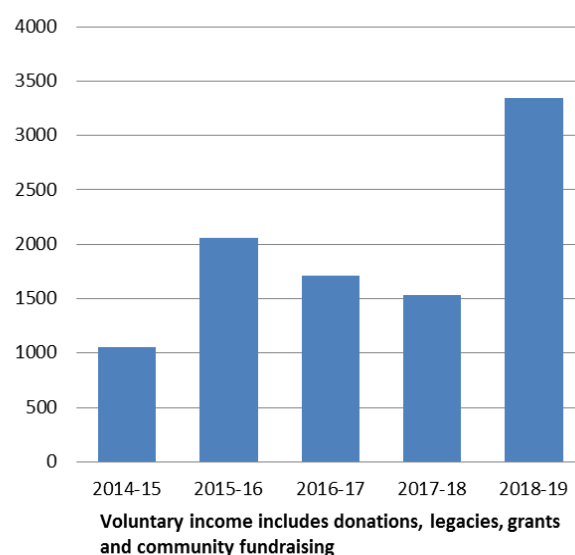
2017-18 Charitable Spend: £2.7m



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



Voluntary income in £000s 5 year review



Annual Report

Foreword from the Corporate Trustee

Welcome to the 2018/19 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 2018/19 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, 97 pence of every £1 donated to the Charity is put towards 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 £3.7m during the year and aim to promote legacy giving to the Charity in future,

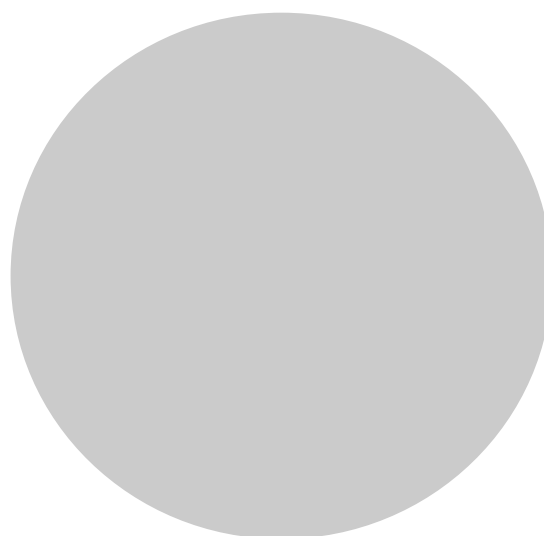
The Benefit to Patients and Staff

2018/19 was another fantastic year for the Charity. We approved £2.3m in grants to support and enhance the care and treatment of the Trust's 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 the Trust's 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'.

Mark Jeffries

Chair of Charitable Funds Committee



Annual Report

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 2018/19, 1249 grant applications were approved by the Charity, and grant expenditure totalling £2.3m 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.

What our supporters have done

NNUH physiotherapists Lewis Weatherburn and Jonathan Littlewood have raised more than £6,000 for the Boudicca Breast Cancer Appeal. The pair have held a cake sale, a quiz and burger night, a charity ball at Sprowston Manor Hotel, and finally ran the West Highland Way. They will also be taking part in Run Norwich, also for Boudicca.



Terry Bennett and daughter Kim Coates have raised £2,300 for the Boudicca Appeal, with Terry dyeing his hair pink to raise money and raise awareness of the appeal. Terry is continuing to fundraise throughout the summer.



More than £500 has been raised for Mulbarton Ward's charitable fund by Kelly Thurgood who completed the London Marathon in April. The ward treated her friend Danny after he was diagnosed with Acute Lymphoblastic Leukaemia (ALL) and underwent chemotherapy before having a recent stem cell transplant.



Former NNUH nurse Lindsay Dowding has published her first book with half the proceeds from the sale going to the stroke unit here where she was treated in 2017. Lindsay's book, *Charlie the Horse, Owl and the Planning Application*, was illustrated by artist Lynn Rutherford, who also suffered a stroke and was treated by the team at NNUH.

These are just a few stories about the amazing support the Charity and Trust have been given by patients, friends, family, staff and the local community. There are many more unsung heroes out there, and we thank each and every one of you for everything you have done.

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.

£93,500 was donated online in 2018/19 (£65,000 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 visit nnuh.org.uk or contact our fundraising team at fundraising@nnuh.nhs.uk or on 01603 287107.

Annual Report

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 2018/19 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:

Artwork in the Paediatric Ultrasound room

About 50 children each week visit the Ultrasound department. Many of them are very scared and anxious about coming into hospital, and they walk into a room and are confronted by strange machines and people they haven't met before.

The idea of installing some artwork was to create an environment that is friendly and welcoming, and to attempt to minimise their fear and anxiety.

Since installation in November 2018, the artwork has had a positive impact on the Trust's younger patients. It has reduced the 'clinical' feel of the room, and given children something to focus on when they walk into the room. Parents have also commented positively, often likening the pictures to seaside holidays on the Norfolk coast.



Main Theatres relatives' room

To improve the waiting area used by relatives of patients undergoing surgery in the Main Theatres the Charity asked supporters to purchase items from our Amazon Wishlist to help enhance the environment.

Our very kind donors have purchased a radio, Sudoku books and pictures, together with equipment for preparing refreshments. These have all helped relatives to feel more relaxed at such a difficult time.

Please visit our website at nnuh.org.uk for information on accessing our Amazon Wishlist.



Annual Report

Technology and equipment

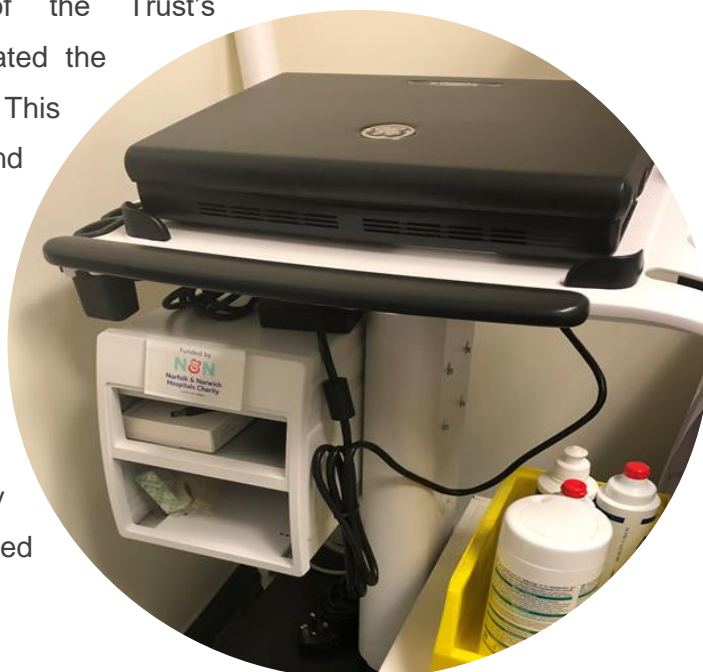
Rheumatology ultrasound machine

Giant Cell Arteritis is a condition that can cause sight loss, and represents a rheumatology emergency. Symptoms are often vague, and diagnosis sometimes has to be made with the help of a biopsy. This means that potentially frail patients have to have a surgical procedure to remove a piece of artery from their scalp by a surgeon, usually within a short timeframe, resulting in surgeon's lists being overbooked.

Working with international experts, one of the Trust's rheumatologists, Dr Chetan Mukhtyar, has validated the use of ultrasound for diagnosing this condition. This means that patients can 'simply have an ultrasound scan rather than a biopsy'.

This process has been able to save 300 patients from needing a biopsy over the last seven years.

To facilitate a further reduction in the number of biopsies required, the Charity has purchased a new ultrasound machine for the rheumatology department, with better resolution and a dedicated probe for doing this scanning work.



At the time the machine was purchased Dr Mukhtyar was the only rheumatologist in Norfolk, Suffolk and Cambridgeshire offering this 'fast-track' diagnostic service, and we are very pleased that we have been able to support the NNUH and the East of England in being ahead of the rest of the UK in providing this service.

Annual Report

Antenatal Ultrasound Machines



The Charity funded the purchase of two new ultrasound machines during 2018/19. These are used to screen pregnant women for fetal abnormalities and to monitor fetal growth

The improved image quality on the new machines gives sonographers a clearer view of the anatomy, which has increased the number of abnormalities which have been diagnosed. It has also resulted in fewer patients being recalled at a later stage to complete essential checks.

The ergonomics of the new machines have allowed sonographers to adjust their scanning position, and the design of the transducers helps to reduce the risk of RSI, which is a common complaint for sonographers.

Upgraded MDT room equipment

A grant of £186k was provided to enable the purchase of upgraded audio-visual equipment to allow clinicians to discuss treatment pathways, particularly for cancer patients, with link-ups to other hospitals via video conferencing. The new equipment provides full HD upgrades for both local imaging and the video conferencing system, providing much higher quality images as well as improvements to the audio systems.

Hoverjack lifting system

To assist staff in recovering patients who may have fallen to the floor, a £7k grant was provided to purchase a Hoverjack lifting system. Not only does this equipment reduce the number of staff needed to lift a patient, it improves the effect on patients' dignity and wellbeing of being lifted to a bed.

The system has also been used to transfer bariatric patients from bed to bed, and both staff and patients have expressed their surprise at the ease and comfort the equipment provided.



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 2018/19 the Charity was able to help with funding for several research projects, including:

Senior Research Fellow Funding

Delivering innovative new treatments to improve patient care has been accelerated following the announcement of the first joint appointment between the Norfolk and Norwich University Hospital (NNUH) and the Quadram Institute. This appointment has been supported with a 3-year £57k grant from the N&N Hospitals Charity.



Dr Ngozi Elumogo was appointed as a Senior Research Fellow in Translational Medicine, where she will promote collaborative working between researchers and clinicians. Dr Elumogo will be bringing years of experience to this collaborative research role, having spent the past 16 years as a Consultant Microbiologist both at NNUH and the James Paget University Hospital (JPUH), with the last eight years as Director of Infection Prevention and Control at NNUH. Having clinical expertise alongside academic research at the Quadram Institute will drive the translation of new knowledge into evidence-based strategies to maximise health and reduce the impact of disease and infection.

Post-CCT Rheumatology Fellow Funding



The Charity has provided grants to support Dr Edwin Lim's work at the NNUH on a type of arthritis called Axial Spondyloarthritis (axSpA), which can sometimes have Inflammatory Bowel Disease (IBD) associated with it. The arthritis causes inflammation in the spine that can result in back pain, stiffness, reduced range of movement of the spine, and fatigue.

Dr Lim's research degree project aims to look at the hidden burden of axSpA in patients with known IBD. Further study of these participants' characteristics will help doctors develop a tool to guide the onward management of future patients with IBD, which may reduce the time to diagnosis, and enable earlier access to appropriate treatments.

Annual Report

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 2018/19 446 grants were approved, allowing at least 900 individual members of the Trust's staff to access additional training related to their role.

In addition, funding was provided to purchase new furniture for the library, providing a place for staff to study away from the noise of the hospital.

Staff members have commented that ‘the new resources make it even more comfortable and calming than before’.

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.



Cycle Racks

To support the Trust's Health and Wellbeing policy of providing alternative travel options for staff and members of the public, the Charity purchased additional bicycle racks, which were installed in Spring 2019.

These have proven to be popular, with a large number of cyclists seen to be using them each day.



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.



Annual Report

Financial Review

The following key figures are taken from the 2018/19 Accounts which carry an 'unqualified audit' report:

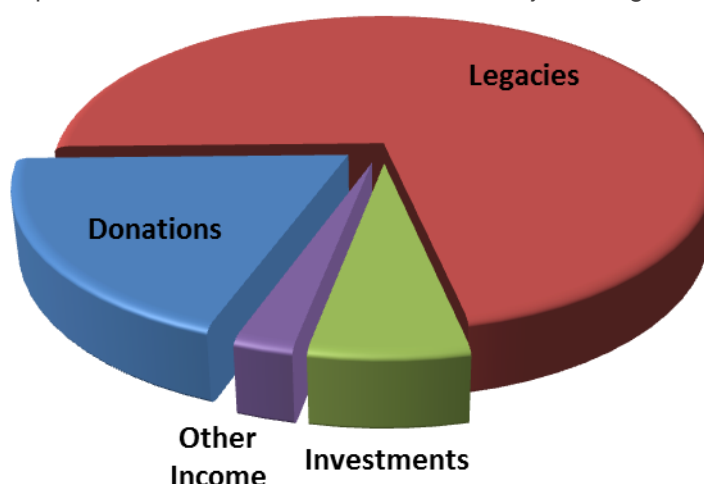
Funds received in the year (£3.7m)

Donations received (£703k)

The Charity was very privileged to continue receiving such a high level of support across all areas of the hospital, totalling £703k (£632k 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 (£2.6m)

Income from legacies made an important impact, enabling additional projects to be funded. The total received in the year was £2.6m (£897k 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 £91k)

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. (£33k 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 (£241k)

The Charity earned investment income of £241k in 2018/19 (£209k 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.

Annual Report

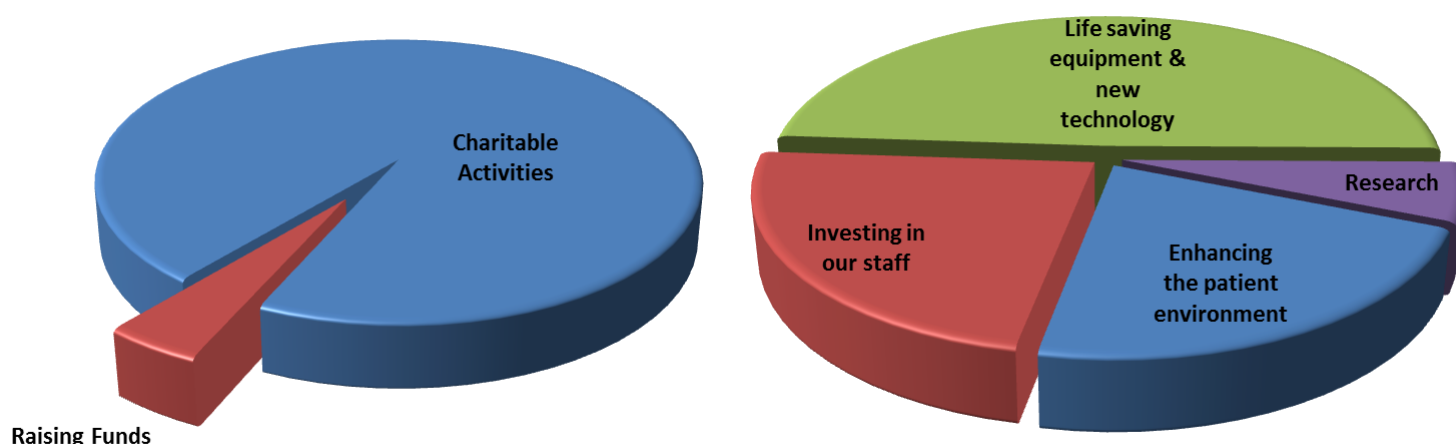
Money spent in the year (£2.4m)

Expenditure on Charitable Activities (£2.3m)

The total expenditure for the year spent on charitable activities in support of patients, staff, research and education is £2.3m (£2.7m in the previous year). This is as a result of funding provided for projects across the hospital which include those listed under 'What we have achieved', as well as:

- £36k funding agreed to create a maternity bereavement room;
- £22k agreed to fund the purchase of three portable ultrasound bladder scanners;
- £128k to improve the patient environment within the Colney Centre and associated clinics;
- £51k to purchase an ultrasound scanner for the Jenny Lind Children's Hospital;
- £62k for a three year PhD studentship studying Neurodegeneration in Glaucoma

In 2018/19 the Charity gave approval to 1249 funding requests (1420 in the previous year)



Expenditure on Raising Funds (£109k)

Expenditure on raising funds consists of the cost of fundraising staff, branding and online costs, as well as the purchase of leaflets, donation boxes and envelopes. 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.

In 2018/19 the Charity launched a major appeal with the aim of raising £800k to fund the expansion of the Breast Unit at the Norfolk and Norwich University Hospital, ensuring that all patients have access to a one-stop solution for diagnostic and imaging services. This appeal will be the Charity and Trust's 'Appeal of the Year' for 2019/20, and aims to be able to provide the funding for the new equipment needed by at least the end of 2019.

Annual Report

Fund balance (£12.5m)

At 31 March 2019 the total funds of the Charity amounted to £12.5m (£10.5m at the end of 2017/18).

Of these:

- £0.5m were held in restricted funds for use in the Jenny Lind Children's Hospital and at Cromer Hospital;
- £9.3m 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;
- £2.7m in unrestricted general funds. £1.2m expenditure has been approved (committed) from these funds, leaving £1.5m in free, unrestricted funds which make up the charity's reserves (£1.0m in 2017/18).

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 2018/19 £8.6m of the Charity's £12.5m 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 gain of £769k on investments. This was made up of a realised gain of £14k from disposal of investments, and an unrealised gain of £755k 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 2018/19 there was no administrative charge for management of the Charity's investments.

Annual Report

Key Priorities

2018/19 saw work continue on raising the profile of the Charity within the Trust with staff, patients and visitors, as well as among the wider community. The launch of the Boudicca Appeal, which is the Charity and the Trust's Appeal of the Year for 2019/20 started with an event hosted at the Forum Trust in Norwich, and has led to the involvement of many members of the local community working together to raise much needed funds to expand the Breast Unit at the Norfolk & Norwich Hospital site.

Work is also continuing on relocating 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.

Plans for 2019/20 include appointment of a Charity Director to oversee the work of the Charity. We have ambitions to increase our voluntary income to at least £5m per annum from 2021/22 with a consequent growth in the Charity team to fundraise for, and manage, the increase in income.



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

Annual Report

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
John Paul Garside	Appointed Apr 2018	Executive Lead for the Charity/Board Secretary
John Hennessey		Chief Finance Officer
Simon Hackwell		Director of Strategy
Tim How		Non-executive Director

The remaining members of the NHS Trust Board were:

Name

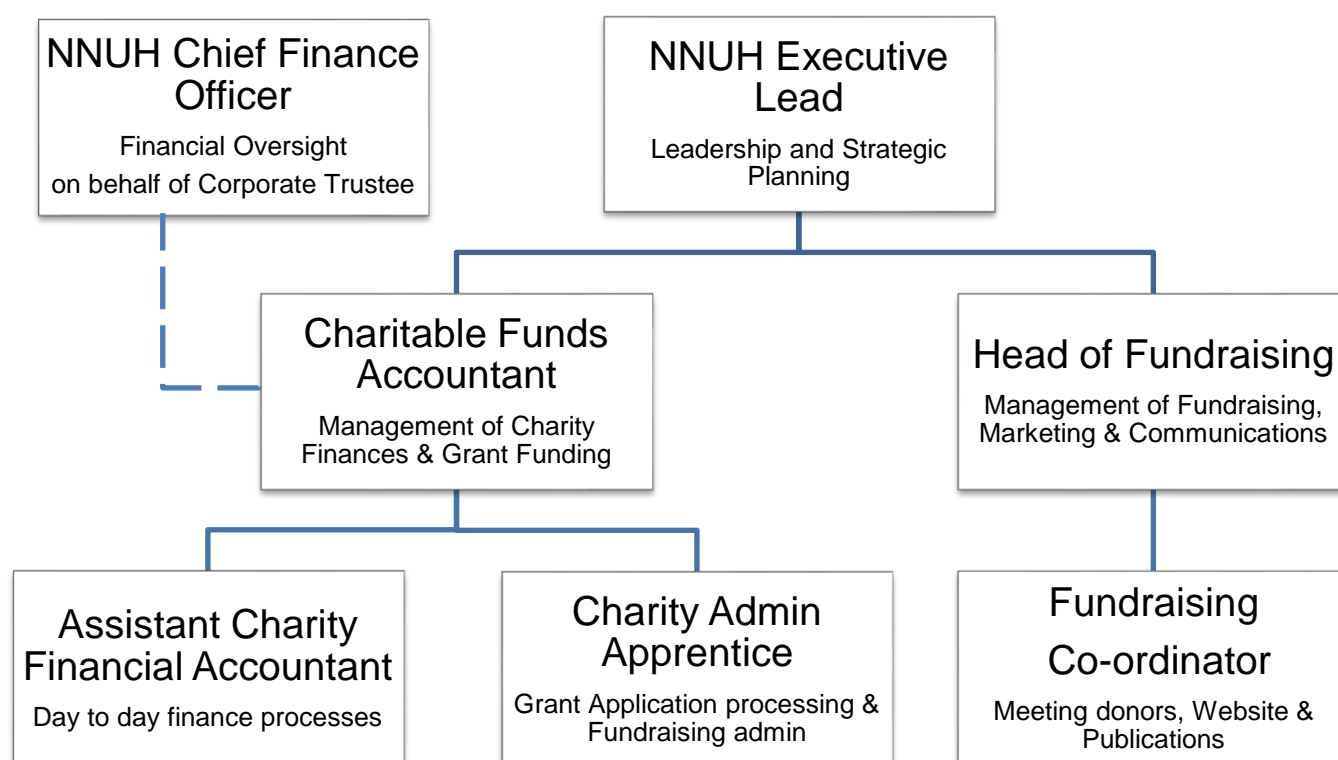
John Fry		Chairman of the Trust board
Frances Bolger	Until Aug 2018	Acting Chief Nurse
Peter Chapman	Until xxx 2018	Medical Director
Chris Cobb	Appointed Jan 2019	Acting Chief Operating Officer
Professor Erika Denton	Appointed2018	Medical Director
Professor Nancy Fontaine	Appointed Aug 2018	Chief Nurse
Jeremy Over		Director of Workforce
Dr Geraldine O'Sullivan		Non-executive Director
Richard Parker	Until Jan 2019	Chief Operating Officer
Professor David Richardson		Non-executive Director
Angela Robson		Non-executive Director
Sally Smith QC	Until xxxxx	Non-executive Director

Annual Report

Our staff and advisors

Executive oversight of the Charity is undertaken by John Paul Garside, Board Secretary and Head of Legal Services for the Trust.

Management and operation of the Charity is carried out by:



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

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 decisions made in the best interest of the Charity.

Changes to the Charity's organisational management structure are being undertaken during 2019/20, including the appointment of a Charity Director, so that the Charity can function with a higher level of independence from the Trust.

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

The Charity manages this risk by employing a CCAB qualified accountant, with charity experience. The Trust's Finance Department's senior managers provide financial oversight on behalf of the Corporate Trustee, ensuring a full system of internal control.

- **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.

Annual Report

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 Trustees' responsibilities in respect of the Trustees' annual report and the financial statements

Under the trust deed of the charity 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 income over expenditure 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.

The trustees are responsible for the maintenance and integrity of the financial and other information included on the charity's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

These financial statements were approved on 27 September 2019 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 Trusts Charitable Fund ("the charity") for the year ended 31 March 2019 which comprise the statement of financial activities, the balance sheet, the 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 2019 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.

Brexit other matter paragraph

Uncertainties related to the effects of Brexit are relevant to understanding our audit of the financial statements. All audits assess and challenge the reasonableness of estimates made by the directors, such as valuation of investments, recoverability of debtors and related disclosures and the appropriateness of the going concern basis of preparation of the financial statements. All of these depend on assessments of the future economic environment and the Charities future prospects and performance.

Brexit is one of the most significant economic events for the UK, and at the date of this report its effects are subject to unprecedented levels of uncertainty of outcomes, with the full range of possible effects unknown. We applied a standardised firm-wide approach in response to that uncertainty when assessing the Charities future prospects and performance. However, no audit should be expected to predict the unknowable factors

Going concern

The trustees have prepared the financial statements on the going concern basis as they do not intend to liquidate the charity or to cease its operations, and as they have concluded that the charity's financial position means that this is realistic. They have also concluded that there are no material uncertainties that could have cast significant doubt over its ability to continue as a going concern for at least a year from the date of approval of the financial statements ("the going concern period").

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

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 a year from the date of approval of the financial statements. In our evaluation of the trustees' conclusions, we considered the inherent risks to the charity's business model, including the impact of Brexit, and analysed how those risks might affect the charity's financial resources or ability to continue operations over the going concern period. We have nothing to report in these respects.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor's report is not a guarantee that the charity will continue in operation.

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.

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

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

[Date]

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 2018 to 31 March 2019.

	Note	2018/19			2017/18		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
		£000s	£000s	£000s	£000s	£000s	£000s
Income from:							
Donations and Legacies	3	3,345	0	3,345	1,529	0	1,529
Investments	4	241	0	241	209	0	209
Charitable Activities		18	0	18	20	0	20
Other Trading Activities	5	16	0	16	2	0	2
Other Income		57	0	57	11	0	11
Total Income		3,677	0	3,677	1,771	0	1,771
Expenditure On:							
Charitable Activities	7&8	2,112	216	2,328	3,004	(280)	2,724
Raising Funds	9	108	1	109	56	0	56
Total Expenditure		2,220	217	2,437	3,060	(280)	2,780
Net Gains/(Losses) on Investments	13	769	0	769	(69)	0	(69)
Transfers between funds		7	(7)	0	0	0	0
Net Movement in Funds		2,233	(224)	2,009	(1,358)	280	(1,078)
Reconciliation of funds							
Total Funds Brought Forward	19	9,786	688	10,474	11,144	408	11,552
Total Funds Carried Forward		12,019	464	12,483	9,786	688	10,474

The notes on pages 28 to 38 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	2018/19			2017/18		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
		£000s	£000s	£000s	£000s	£000s	£000s
Fixed Assets							
Intangible Assets	13	18	0	18	17	0	17
Investments	15	8,639	0	8,639	7,694	0	7,694
Total Fixed Assets		8,657	0	8,657	7,711	0	7,711
Current Assets							
Debtors	16	1,563	0	1,563	177	0	177
Short Term Investments And Deposits		25	0	25	25	0	25
Cash At Bank And In Hand	17	2,100	552	2,652	2,136	705	2,841
Total Current Assets		3,688	552	4,240	2,338	705	3,043
Creditors							
Creditors: Amounts Falling Due Within One Year	18	(326)	(88)	(414)	(263)	(17)	(280)
Net Current Assets		3,362	464	3,826	2,075	688	2,763
Total Net Assets		12,019	464	12,483	9,786	688	10,474
Total Funds							
Restricted		0	464	464	0	688	688
Unrestricted	19	2,724	0	2,724	2,108	0	2,108
Unrestricted (designated)		9,295	0	9,295	7,678	0	7,678
Total Funds		12,019	464	12,483	9,786	688	10,474

The financial statements on pages 25 to 38 were approved by the Board of the Trustee on 27 September 2019 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 2018 to 31 March 2019.

	Note	2018/19 £000s	2017/18 £000s
Cash flows from operating activities			
<i>Net cash (used in)/provided by operating activities</i>		<u>(249)</u>	<u>(1,763)</u>
Cash flows from investing activities			
Dividends and interest from investment	4	241	209
Purchase of investments	15	(1,129)	(2,056)
Purchase of intangible fixed assets	13	(5)	(17)
Proceeds on disposal of investments		<u>953</u>	<u>729</u>
<i>Net cash (used in)/provided by investing activities</i>		<u>60</u>	<u>(1,135)</u>
<i>Change in cash and cash equivalents in the reporting period</i>		<u>(189)</u>	<u>(2,898)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>2,866</u>	<u>5,764</u>
<i>Cash and cash equivalents at the end of the reporting period</i>	17	<u>2,677</u>	<u>2,866</u>
Reconciliation of net movement in funds to net cash flow from operating activities			
Net movement in funds (statement of financial activities)		2,009	(1,078)
(Gains)/losses on investments	13	(769)	69
Income from investments	4	(241)	(209)
Amortisation of intangible assets		4	0
(Increase)/Decrease in debtors	16	(1,386)	11
Increase/(Decrease) in creditors	18	<u>134</u>	<u>(556)</u>
Cash inflow/(outflow) from operating activities		<u>(249)</u>	<u>(1,763)</u>

The notes on pages 28 to 38 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 funds, are unrestricted 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. Computer software is expected to have a useful life of 5 years.

(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 £159,373 to the Charity (2017/18 £123,953) for its staffing and administration costs. The increase is due to the growth of the fundraising team during 2017/18.

The staff members of the Trust have benefited from payment of £513,907 (2017/18 £547,136) 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 2018/19, capital assets to the value of £841,649 (2017/18 £1,657,733) 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 £132,642 was owed by the Charity to the Trust. (2017/18 £77,222)

3. Income from donations and legacies

	2018/19			2017/18
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£000s	£000s	£000s	£000s
Voluntary Income				
General donations	571	0	571	522
Corporate donations	93	0	93	104
Legacies	2,642	0	2,642	897
Grants	39	0	39	6
Total Voluntary Income	3,345	0	3,345	1,529

Notes to the accounts

4. Income from investments

	2018/19			2017/18
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£000s	£000s	£000s	£000s
Investment Income				
Interest on deposits	9	0	9	4
Fixed asset equity investments	232	0	232	205
Total Investment Income	241	0	241	209

5. Analysis of other income

	2018/19			2017/18
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£000s	£000s	£000s	£000s
Incoming Resources from Charitable Activities				
Training Income	18	0	18	20
Total Incoming Resources from Charitable Activities	18	0	18	20
Activities for Generating Funds				
Fundraising events	12	0	12	2
Lotteries and raffles	4	0	4	0
Total Activities for Generating Funds	16	0	16	2
Other Incoming Resources				
Other Income	57	0	57	11
Total Other Incoming Resources	57	0	57	11

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.

	2018/19			2017/18
	Support Costs	Grant funded activity	Total	Total
	£000s	£000s	£000s	£000s
Charitable Activities				
Enhancing the patient environment	21	490	511	197
Investing in our staff	22	514	536	582
Life saving equipment & new technology	47	1096	1143	1854
Research	6	132	138	91
Total Charitable Activities	96	2,232	2,328	2,724

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.

	2018/19			2017/18
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£000s	£000s	£000s	£000s
Support costs included in Charitable Activities				
Charity Staff Costs	61	0	61	40
Management and Administration Costs	19	0	19	19
Total Support Costs	80	0	80	59
Governance Costs included in Charitable Activities				
Audit	6	0	6	7
Staff costs	4	0	4	4
Other Governance Costs	6	0	6	14
Total Governance Costs	16	0	16	25
Total Support and Governance Costs	96	0	96	84

Notes to the accounts

9. Analysis of expenditure on raising funds

	2018/19			2017/18
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£000s	£000s	£000s	£000s
Cost of Raising Funds				
Fundraising staff costs	76	0	76	51
Fundraising expenditure	32	1	33	5
Total Costs of Generating Funds	108	1	109	56

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 (2017/18 Nil)

11. Analysis of staff costs

The average number of full time equivalent employees during the year was 3.73 (2017/18 2.28).

Staff Costs

	2018/19	2017/18
	£000s	£000s
Salaries and Wages	114	74
Social Security Costs	11	7
Other Pension Costs	16	10
Total	141	91

A further recharge of time spent by Finance Department Managers was made by the Trust. This related to time spent authorising fund requests and payments, reviewing reconciliations and checking the annual accounts. The amount recharged was £16k (2017/18 £22k).

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. For 2018/19 this was the Board Secretary. There was no recharge of employment benefits for key management personnel during 2018/19 or 2017/18.

No employees had emoluments in excess of £60,000 (2017/18 nil)

Notes to the accounts

12. Auditor's remuneration

The auditor's remuneration of £4,820 (2017/18: £4,820) related solely to the audit with no other additional work being undertaken (2017/18: £nil). These figures are exclusive of VAT, however because the Charity is not able to reclaim VAT it is included in Note 8 figures.

13. Intangible assets

This relates to the donor database and accounting software which will be amortised over five years.

	2018/19 £000s	2017/18 £000s
<i>Intangible Fixed Assets</i>		
Opening balance	17	0
Additions	5	17
Amortisation	(4)	0
Closing balance	18	17

14. Analysis of gains/losses on investments

	2018/19 £000s	2017/18 £000s
Realised gains	14	33
Unrealised gains/(losses)	755	(102)
Total gains/(losses) on investments	769	(69)

15. Fixed asset investments

<i>Movement in Fixed Asset Investments</i>	2018/19 £000s	2017/18 £000s
Market Value at Start of Financial year	7,694	6,436
Less: Disposals at Carrying Value	(940)	(696)
Add: Acquisitions at Cost	1,129	2,056
Net Gain/(Loss) on Revaluation	755	(102)
Market Value at End of Financial Year	8,639	7,694

<i>Fixed Asset Investment Split</i>	2018/19	2017/18
Cash	2.21%	1.77%
Gilts/Fixed Interest	13.77%	15.12%
Investment/Unit Trusts	15.71%	15.89%
Equities	68.30%	67.22%
	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.

Notes to the accounts

16. Analysis of current debtors

	2018/19	2017/18
<i>Amounts Falling Due Within One Year</i>	£000s	£000s
Prepayments	0	13
Accrued Income	1562	79
Other Debtors	1	85
Total Debtors Falling Due Within One Year	1563	177

Accrued income for 2018/19 consists of five legacies, for which the estates have been finalised, but funds have not yet been received by the Charity.

17. Analysis of cash and cash equivalents

	2018/19	2017/18
<i>Cash & Cash Equivalents</i>	£000s	£000s
Short term investment	25	25
Cash in hand & at bank	2,652	2,841
Total	2,677	2,841

18. Analysis of liabilities

	2018/19	2017/18
<i>Amounts Falling Due Within One Year</i>	£000s	£000s
Trade Creditors	274	199
Amounts Due to NNUH NHS Foundation Trust	132	77
Other Creditors	2	4
Accruals	6	0
Total	414	280

19. Analysis of charitable funds

Individual funds with a balance at 31st March 2019 of over £100,000 are detailed below:

<i>Unrestricted</i>	Balance Apr 2018	Incoming resources	Resources expended	Gains and losses	Balance Mar 2019
	£000s	£000s	£000s	£000s	£000s
N&N General Fund	1,089	749	684	769	1,923
Cromer General Fund	548	21	75	0	494
Others (11 funds)	471	143	307	0	307
Total	2,108	913	1,066	769	2,724

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

Notes to the accounts

Restricted Funds:	Balance Apr 2018	Incoming resources	Resources expended	Transfers	Balance Mar 2019
	£000s	£000s	£000s	£000s	£000s
Cromer Building Fund	451	0	191	0	260
The Macleod Fund	135	0	26	(7)	102
Cromer Equipment Fund	102	0	0	0	102
Total	688	0	217	(7)	464

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

Designated Funds	Balance Apr 2018	Incoming resources	Resources expended	Transfers	Balance Mar 2019
	£000s	£000s	£000s	£000s	£000s
Cromer Legacy Fund	0	1,000	0	0	1,000
Radiotherapy & Oncology Fund	1,002	168	344	0	826
Marjorie Ann Lockett Fund	568	0	(3)	0	571
Andrew Leslie Kemp Fund	426	0	3	0	423
Renal Fund	396	10	6	0	400
Orthopaedics Fund	323	35	13	0	345
Cardiac Fund	92	278	71	0	299
Cromer Building & Equipment Fund	280	2	0	0	282
Eye Department Fund	38	243	17	0	264
AOS Legacy Fund	0	225	0	0	225
Leukemia Childrens Cancer Fund	215	1	6	0	210
Kidney Research Fund	204	0	1	0	203
Respiratory Medicine Fund	5	194	5	0	194
Neurosciences Fund	192	1	0	0	193
Laparoscopic Fund	189	0	0	0	189
Ear, Nose & Throat Fund	125	0	0	0	125
Haematology Fund	120	3	2	0	121
Others (280 funds)	3,503	604	689	7	3,425
Total	7,678	2,764	1,154	7	9,295

Total funds	10,474	3,677	2,437	769	12,483
--------------------	---------------	--------------	--------------	------------	---------------

Notes to the accounts

Name of fund	Description of the purpose of each fund
Cromer Legacy Fund	For the benefit of patients at the Cromer Hospital
Radiotherapy & Oncology Fund	Cause, prevention, treatment, cure & defeat of cancer
Marjorie Ann Lockett Fund	Cause, prevention, treatment, cure & defeat of cancer
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
Cardiac Fund	For the benefit of cardiology patients
Cromer Building & Equipment Fund	For building or equipment at Cromer Hospital
Eye Department Fund	For the benefit of ophthalmology patients
AOS Legacy Fund	Cause, prevention, treatment, cure & defeat of cancer
Leukemia Childrens Cancer	Cause, prevention, treatment, cure & defeat of cancer in children
Kidney Research Fund	Cause, prevention, treatment, and cure of renal illness
Respiratory Medicine Fund	For the benefit of respiratory medicine patients
Neurosciences Fund	For the benefit of neurology patients
Laparoscopic Fund	For the benefit of surgery patients
Ear, Nose & Throat Fund	For the benefit of ENT patients
Haematology Fund	For the benefit of haematology patients